

# 2018

## Agency Transition Documents Executive Summaries





Dear Governor Elect Stitt and Team,

Congratulations on your election. Pursuant to OS [62-34.44](#), the OMES Budget division “shall render to the Governor-elect all possible assistance in the preparation of the budget.” As such, we have prepared this binder containing high-level budget and revenue information, as well as information about select agency budgets. We selected the largest agencies by budget and appropriation to highlight, and we also included agencies whose directors you will have the opportunity to appoint.

Presenting your budget for the 2020 fiscal year will be the first official act you make to open the legislative session. We stand ready to meet at your convenience and begin crafting a budget that guides our state toward your vision and goals.

Another area of support we provide your administration is analysis of every bill, both fiscal- and policy-related, that reaches your desk for action. You will receive, on average, 427 bills each session. Two-thirds of those bills will come during session and you will have only five business days with which to act on that legislation. We will ensure that our current analysis template meets your needs and will gladly adjust the content we include to match your preferences and expectations. Again, we are available to meet at your convenience to walk through the current web-based portal for these analyses; our goal is to ensure we provide you with the right information so you can make the most informed decisions possible.

Finally, we have included agency assignment and contact information for all members of the OMES Budget division. Please share this information with your staff and do not hesitate to contact any of us if we can be of assistance.

The OMES Budget division staff prides itself on non-partisan research and expertise. We have a wealth of historical knowledge of both budget and programmatic issues with which to assist you and your team. We are excited about this new chapter of state government under your leadership and look forward to a productive working relationship with your administration.

Respectfully,

Brandy Manek  
Director of Budget and Policy

Jill Geiger  
State Budget Director

# 2018

## Agency Transition Documents



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# OK | BUDGET OVERVIEW





# BUDGET CYCLE

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Agencies review program needs and prepare Budget Requests and Strategic Plans.	July 1 - Oct 1											
Agencies submit Budget Requests. Strategic Plans are submitted every even numbered year.				Oct 1								
Office of Management & Enterprise Services reviews Budget Requests and Strategic Plans for development of the Executive Budget Book.				Oct - Nov								
December Equalization Board Meeting - expenditure authority is the approved basis for the Executive Budget.						Dec						
Submission of Executive Budget to the Legislature. Legislative session begins.								Feb				
Feb Equalization Board - expenditure authority is approved basis for Legislative appropriations and Governor's action.								Feb				
Legislature reviews agency budgets and finalizes appropriation recommendations.								Feb - May				
Governor's action on Appropriation Bills								Feb - Mid-June				
June Equalization Board Meeting - revenue and expenditure authority adjusted to incorporate statutory changes.												June
Budget Work Programs submitted to the Office of Management & Enterprise Services for approval.												June

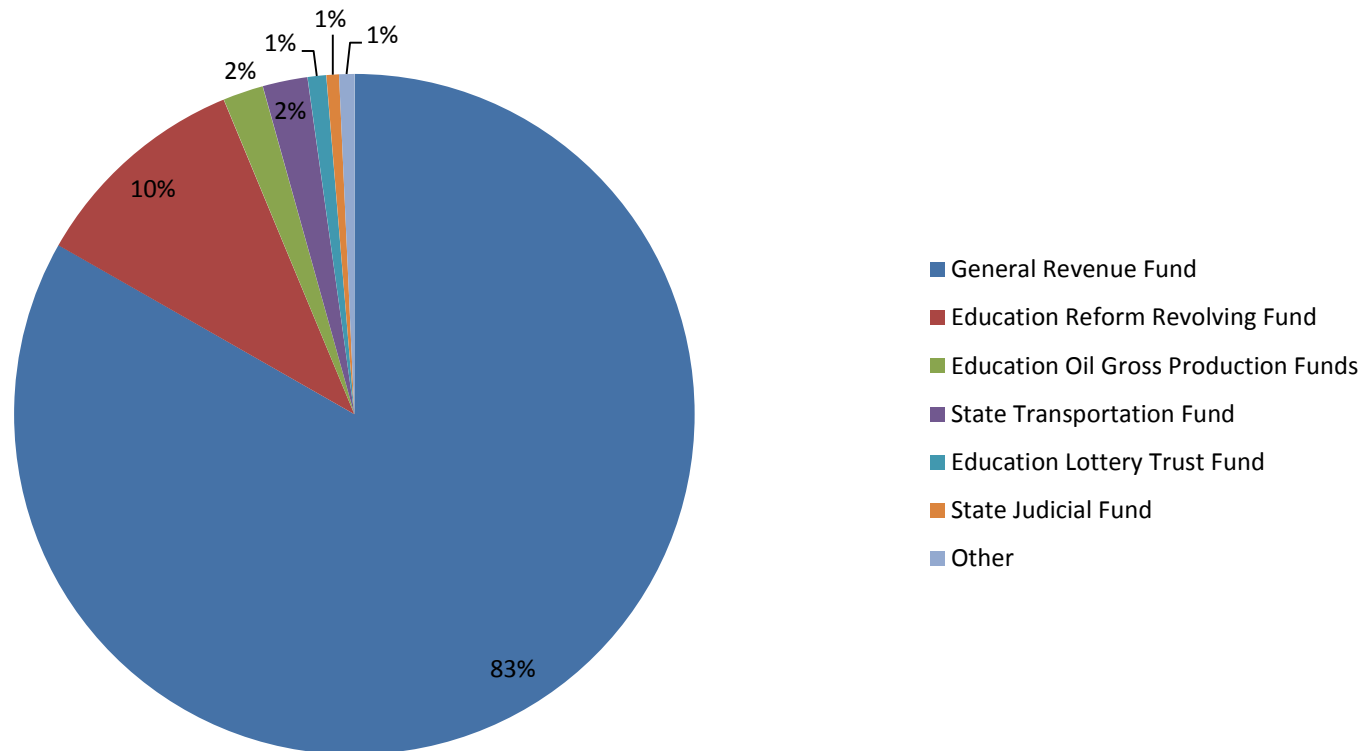
# WHERE DOES ALL THE MONEY COME FROM?

# ASPECTS | OK State Revenue and Budget System

- Consensus Revenue Forecasting
  - State Equalization Board | 20 states have this in place.
  - Ensures consistent, uniform numbers.
- Certification Appropriation Limit | 95 percent.
- Expenditure Limit
  - 12 percent plus inflation.
- Rainy Day Fund.

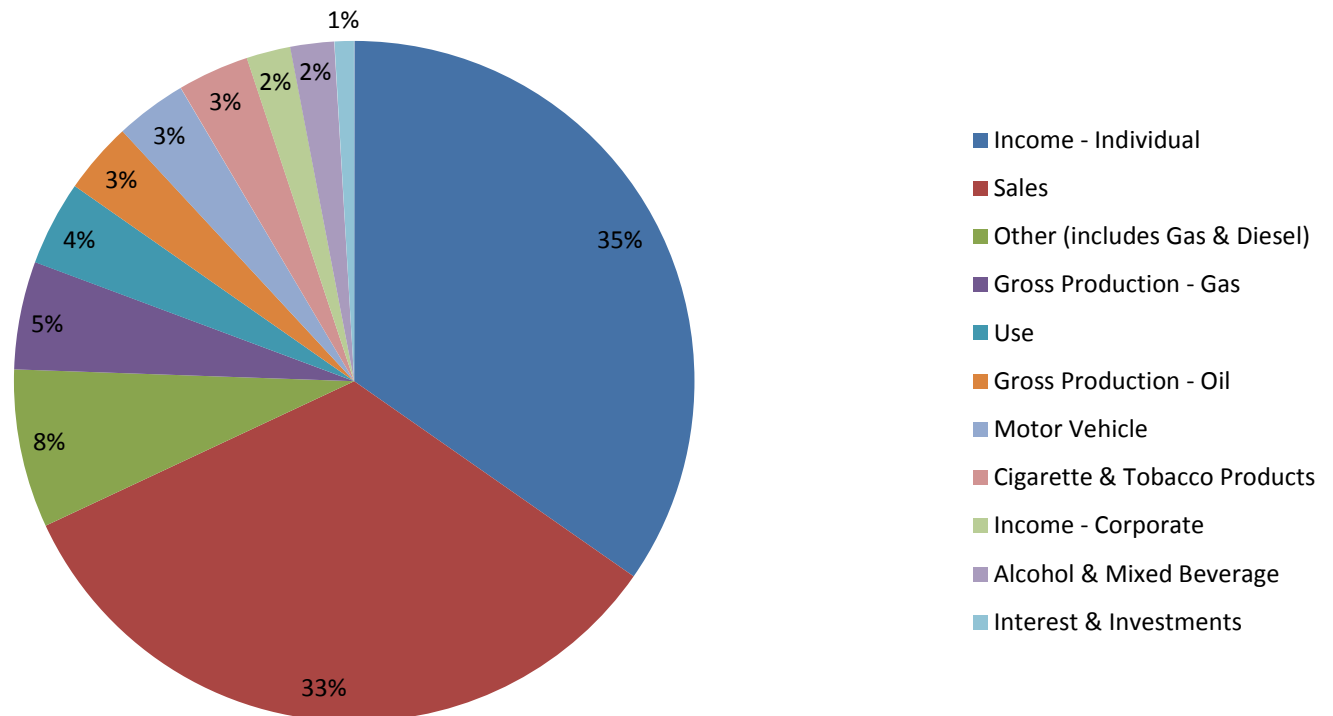
# STATE APPROPRIATED BUDGET

FY 2019 TOTAL REVENUE: \$7.813 Billion



# FY 2019 GENERAL REVENUE FUND SOURCES

100% = \$6.5 Billion



# FY 2019 GENERAL REVENUE FUND

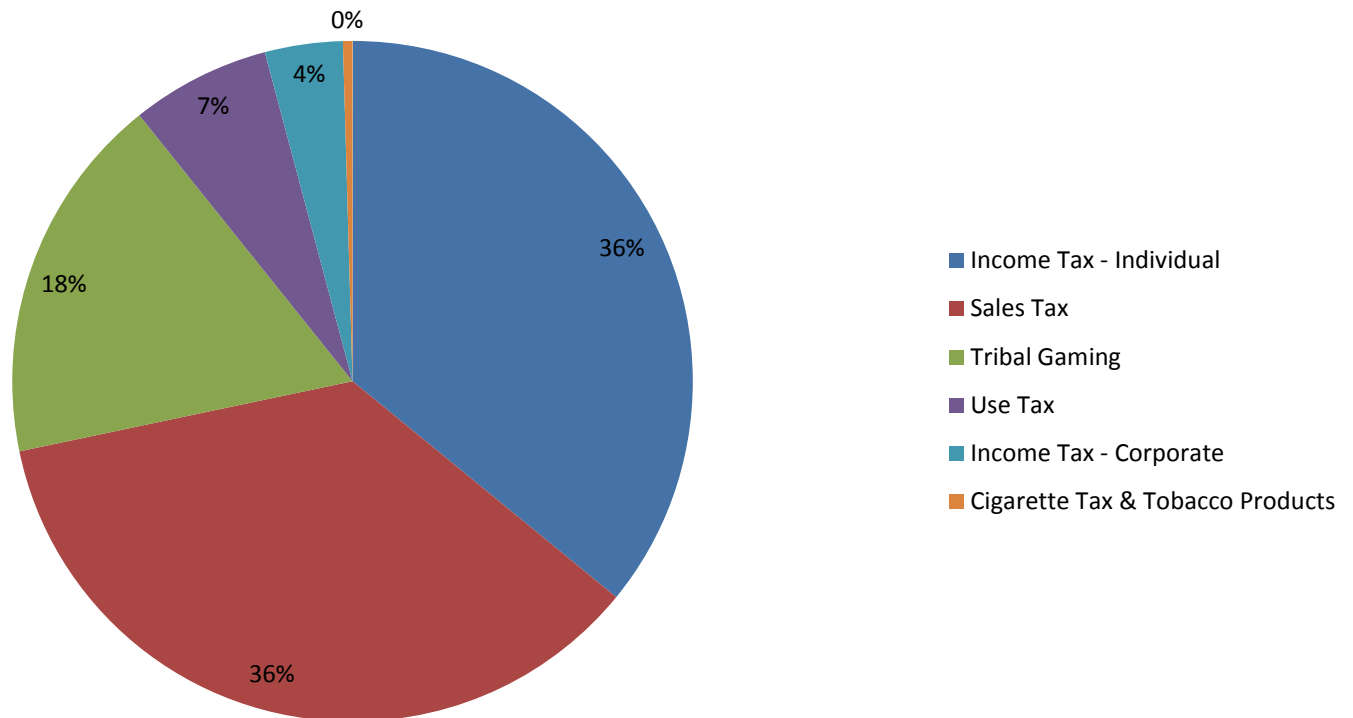
“Other” Category in GR: \$329.1 million

Alcohol Beverage Tax  
Mixed Beverage Receipts Tax  
Beverage Tax  
Cigarette Tax  
Tobacco Products Tax  
Franchise/Business Activity Tax  
Estate Tax  
Insurance Premium Tax  
Motor Vehicle Taxes  
Pari-Mutuel  
Tribal Cigarette Compacts  
Bingo Excise and Charity Games  
Workers Comp Ins. Premium Tax  
Petroleum Excise Tax  
Other OTC  
ABLE

Attorney General (Tobacco)  
OMES CAM/formerly DCS  
CLEET  
Consumer Credit  
DPS  
OMES EBD/formerly EBC  
Horseracing  
Insurance Comm.  
Labor  
Medical Licensure  
Nursing Board  
Sec. of State  
Securities Comm.  
Treasurer (Unclaimed Property)  
Tribal Gaming  
OMES HCM/formerly OPM

# FY 2019 EDUCATION REFORM REVOLVING [1017] FUND SOURCES

\$790 Million

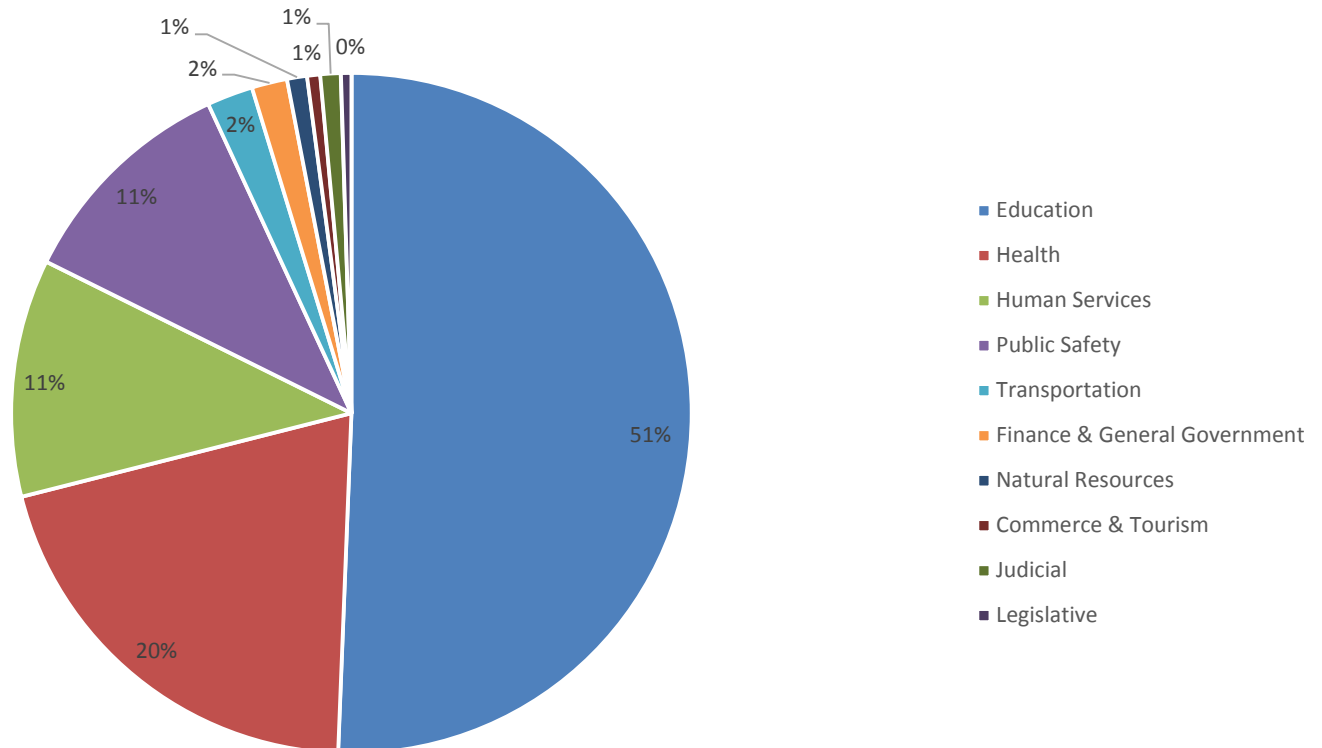


# WHERE DOES ALL THE MONEY GO?



# FY 2019 STATE APPROPRIATED BUDGET

\$7.545 Billion



# FY 2019 MAJOR STATE EXPENDITURES

FY 2019 Top Ten State agencies for appropriations		
Common Education	\$ 2,912,985,147	39%
Health Care Authority	\$ 1,132,465,946	15%
Higher Education	\$ 776,707,167	10%
Department of Human Services	\$ 729,431,808	10%
Department of Corrections	\$ 517,255,503	7%
Mental Health/Substance Abuse	\$ 337,108,145	4%
Department of Transportation	\$ 165,853,359	2%
CareerTech	\$ 124,337,661	2%
Department of Public Safety	\$ 97,610,968	1%
Office of Juvenile Affairs	\$ 92,784,336	1%
<b>Total of Top Ten</b>	<b>\$ 6,886,540,040</b>	<b>91%</b>

# OTHER FY 2019 STATE OBLIGATIONS

- ROADS FUND: \$580.0 million.
- OHLAP: \$76.8 million.
- Many other small ticket obligations, but those listed above represent:

**\$656.8M not included in state budget expenditure numbers.**

# WHAT CAN THE STATE DO WHEN THERE IS A REVENUE SHORTFALL?

# STATE REVENUE SHORTFALL

## DEFICIT SPEND LIKE FEDERAL GOVERNMENT

- Constitutional requirement to balance the budget.

## Increase Efficiency

- Most agencies have been cut at least double digit % over the past eight years
  - Some as much as 66 percent (OETA, from \$8.3m in FY 09 to \$2.8m in FY 17).

## Cut Budgets

- Across the board.
- Targeted cuts.

## Increase Revenues [taxes, fees, charges]

- SQ640 and supermajority.



## **Variance of General Revenue Fund Monthly Collections Report from Treasurer's Gross Collections Report**

The General Revenue Fund Report issued by the Office of Management and Enterprise Services, which is published the second Tuesday of the month following the first Monday, and the monthly Gross Collections Report, which is released the first week of the month from the State Treasurer's Office, frequently get used interchangeably as references for the current temperature of state financial affairs, but these reports actually outline different aspects of our state's overall financial picture.

In the Gross Collections Report, the treasurer notes that the report published by that office is meant to reflect general state macro-economic activity. Comparisons within the report usually include a 12-month look back as well as a month-to-month comparison for current collections as related to prior year collections for the same time period.

Comparisons of gross receipts do present some picture of whether or not tax revenues are improving or declining from the previous year and, properly analyzed and placed into relevant context, are generally useful as a snapshot in time to indicate rising or falling economic conditions. Questions arise when monthly General Revenue Fund collections do not track closely with gross receipts and improving gross numbers may not translate into similar increases for state agency budgets.

Following are a few of the many reasons the reports differ:

- 1) The reports are meant to convey different messages. While gross receipts may indicate the overall health of the state's economy relative to the previous year, the General Revenue Fund Report tracks whether or not state specific revenues are on target to meet appropriated budgets for the current fiscal year. In healthy revenue years, target estimates are already higher than actuals from the previous year – meaning that collections constantly above the prior year are not only expected but necessary just to meet current year state allocations.
- 2) Gross receipts encompass all monies received through the Oklahoma tax system at the Oklahoma Tax Commission, including taxes levied by cities and counties which never belong to state coffers and which fluctuate according to locally changing assessment rates. In FY 2018, local sales and use taxes accounted for approximately 20 percent of gross collections. Per the [Oklahoma Tax Commission](#), since FY 2018, 39 municipalities have implemented increased sales and/or use tax rates, while only three have decreased those rates. Since FY 2011, 237 municipalities have either increased the rate or began to levy sales tax, while 36 have decreased the rate.
- 3) Gross collections do not reflect rebates and refunds legally due taxpayers under the current tax code, which vary greatly month to month and year to year.
- 4) Gross collection comparisons also do not consider changes made through legislation from year to year affecting off-the-top earmarks, apportionments or temporary diversions of state revenues away from the General Revenue Fund. General Revenue Fund estimates must attempt to account for these fluctuations in the relevant timeframes. During FY 2018, the GRF received between 33.5 percent and 57 percent of gross receipts on a monthly basis.

**STATE REVENUE FROM TAXABLE ACTIVITIES\***  
**OVER \$24.2B (Approximate total for FY 2018)**

\*Excludes City/County Sales & Use Taxes

**EXEMPTIONS & CREDITS**  
**(\$12.2B) From Available Data**

**(\$52.7M)**  
**DIVERTED TAG**  
**AGENT FEES**

**TAXES & FEES**  
**COLLECTED BY**  
**AGENCIES**  
**Over \$575M & \$720M**  
**(Apportioned)**

**(OTHER TAX**  
**CREDITS &**  
**EXEMPTIONS)**

**REBATES/OTHER INCENTIVES**  
**(GP; Amended Returns; Quality Jobs; etc.)**  
**Over (\$800M)<sup>1</sup>**

<sup>1</sup>GP Rebates suspended in 2017 by HB 2377 for FY 18,  
to be paid FY 19 thru FY 21

**TAXES COLLECTED BY OTC\***  
**\$9,810,859,307**

**DIRECT DEPOSITS TO OTHER ENTITIES**

<b>Schools</b>	<b>Cities</b>	<b>Counties</b>	<b>Tribes</b>	<b>Colleges</b>
<b>(\$369.8M)</b>	<b>(\$26.7M)</b>	<b>(\$364.5M)</b>	<b>(\$21.4M)</b>	<b>(\$175K)</b>

**= STATE \$\$ AVAILABLE (OTC)\***  
**\$9,028,318,847**

**TRIBAL**  
**GAMING**  
**FEES**

**APPORTIONMENTS \$2.9B**

MAJOR APPORTIONMENTS LISTED:

**1017 FUND**  
**(\$600-700M)**

**GP Oil Cap**  
**(\$150M)**

**CIRB Fund**  
**(\$120M)**

**Tribes from Multiple**  
**Revenue Streams**  
**(\$49.2M)**

**State Transportation**  
**Fund**  
**(\$221.7M)**

**Ad Valorem**  
**Reimbursement**

**Tourism Cap**  
**Fund**

**Historical**  
**Society Cap**  
**Fund**

**OTRS Fund**

**All Other**  
**(OTC Chart)**

**Approx.**  
**\$349M**  
**Remaining**

**FOR GENERAL REVENUE FUND**  
**\$6.5B**

**Roads/ODOT Funds**  
**(\$576.7M)**

**OHLAP Funds**  
**(\$74.3M)**

**FILM CREDIT**  
**(\$0)**

**= FY 18 GENERAL REVENUE**  
**TOTAL RECEIVED \$5,854,386,815**

Gross Collections Report issued by the State  
Treasurer's Office, which also includes \$2.34B  
city/county sales and use tax collections

General Revenue Fund Report  
issued by the Office of Management  
and Enterprise Services

# 2018

## Agency Transition Documents



Agency #	Agency Name	FY 2019 Appropriation
265	State Department of Education (SDE)	\$ 2,912,985,147
807	Oklahoma Health Care Authority (OHCA)	\$ 1,132,465,946
605	Oklahoma State Regents for Higher Education (OSRHE)	\$ 776,707,167
830	Department of Human Services (DHS)	\$ 729,431,808
131	Department of Corrections (DOC)	\$ 517,255,503
452	Oklahoma Department of Mental Health (ODMHSAS)	\$ 337,108,145
345	Department of Transportation (ODOT)	\$ 165,853,359
800	Career and Technology Education (CareerTech)	\$ 124,337,661
585	Department of Public Safety (DPS)	\$ 97,610,968
585B	Office of Homeland Security	<i>Appropriation included in DPS (\$827,966)</i>
400	Office of Juvenile Affairs (OJA)	\$ 92,784,336
340	Oklahoma State Department of Health (OSDH)	\$ 54,874,700
219	District Courts	\$ 54,422,613
695	Oklahoma Tax Commission (OTC)	\$ 45,525,057
090	Office of Management and Enterprise Services (OMES)	\$ 42,050,322
825	University Hospitals Authority and Trust (UHAT)	\$ 37,419,239
220	District Attorneys Council (DAC)	\$ 36,073,093
650	Department of Veterans Affairs (ODVA)	\$ 32,356,959
805	Department of Rehabilitation Services (DRS)	\$ 32,027,242
040	Department of Agriculture	\$ 24,826,526
566	Tourism and Recreation Department (OTRD)	\$ 18,095,951
160	Department of Commerce	\$ 15,392,016
025	Military Department	\$ 10,195,256
410	Commissioners of the Land Office (CLO)	\$ 8,654,371
835	Water Resources Board (OWRB)	\$ 5,342,946
305	Governor	\$ 1,676,281
309	Civil Emergency Management (OEM)	\$ 496,122
326	Office of Disability Concerns (ODC)	\$ 240,548
625	Secretary of State	<i>Non-appropriated</i>
065	Banking Department	<i>Non-appropriated</i>





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# **Transition Document: State Department of Education**

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# I. Agency Information

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## History and function

Responsible for all phases of state public school education, the department is under the direction of the State Board of Education, consisting of seven members. The superintendent of public instruction is elected to a four-year term by the people, or appointed by the governor to fill an unexpired term, and serves as a voting member and chair of the board. The other six members are appointed by the governor, confirmed by the Oklahoma Senate and serve staggered six-year terms. The department oversees many aspects of public education, including accreditation, state standards, school improvement, special education services, federal and state finances, child nutrition programs, teacher certification and effectiveness, school finance, school transportation, reading, student testing, gifted/talented, school accountability, literacy and Indian education.

Website: <https://sde.ok.gov/>

Main phone: 405-521-3301

Enacting legislation: [Ok. Const. art. XIII § 5](#)

## Mission

The Oklahoma State Department of Education (OSDE) champions excellence for all Oklahoma students through leadership, engagement and service.

## Vision

The OSDE will ensure each student in Oklahoma has equitable access to a high-quality public education that inspires deep learning and leads to success. In pursuit of this vision, the OSDE will adhere to three key tenets for excellence: ACHIEVE academic success, BUILD exceptional educators and schools, and CREATE engaged communities. The ultimate goal to be achieved through this vision is that every child deserves and must have the opportunity for a strong, competitive education that can lead to a productive and fulfilling life.

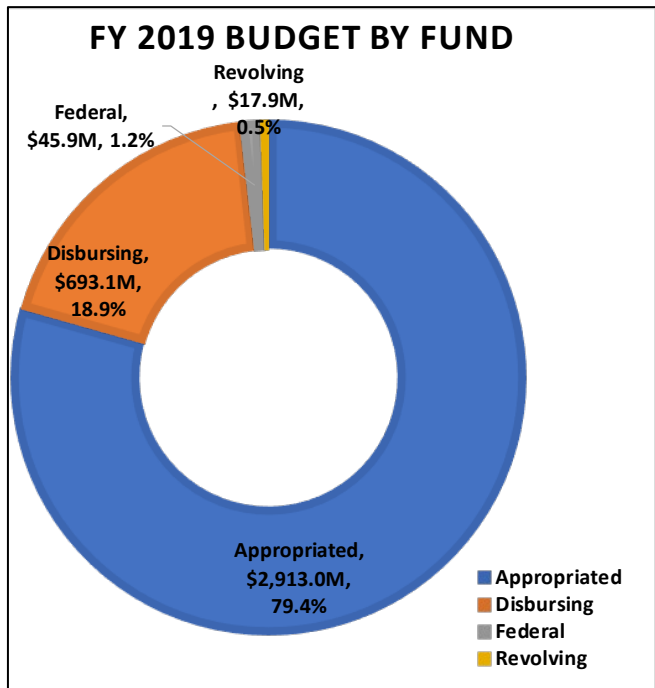
## Governance and administration

The State Board of Education shall have seven members. The superintendent of public instruction shall be a member and the chairperson of the board. The remaining six members shall be appointed by the governor by and with the advice and consent of the Senate.

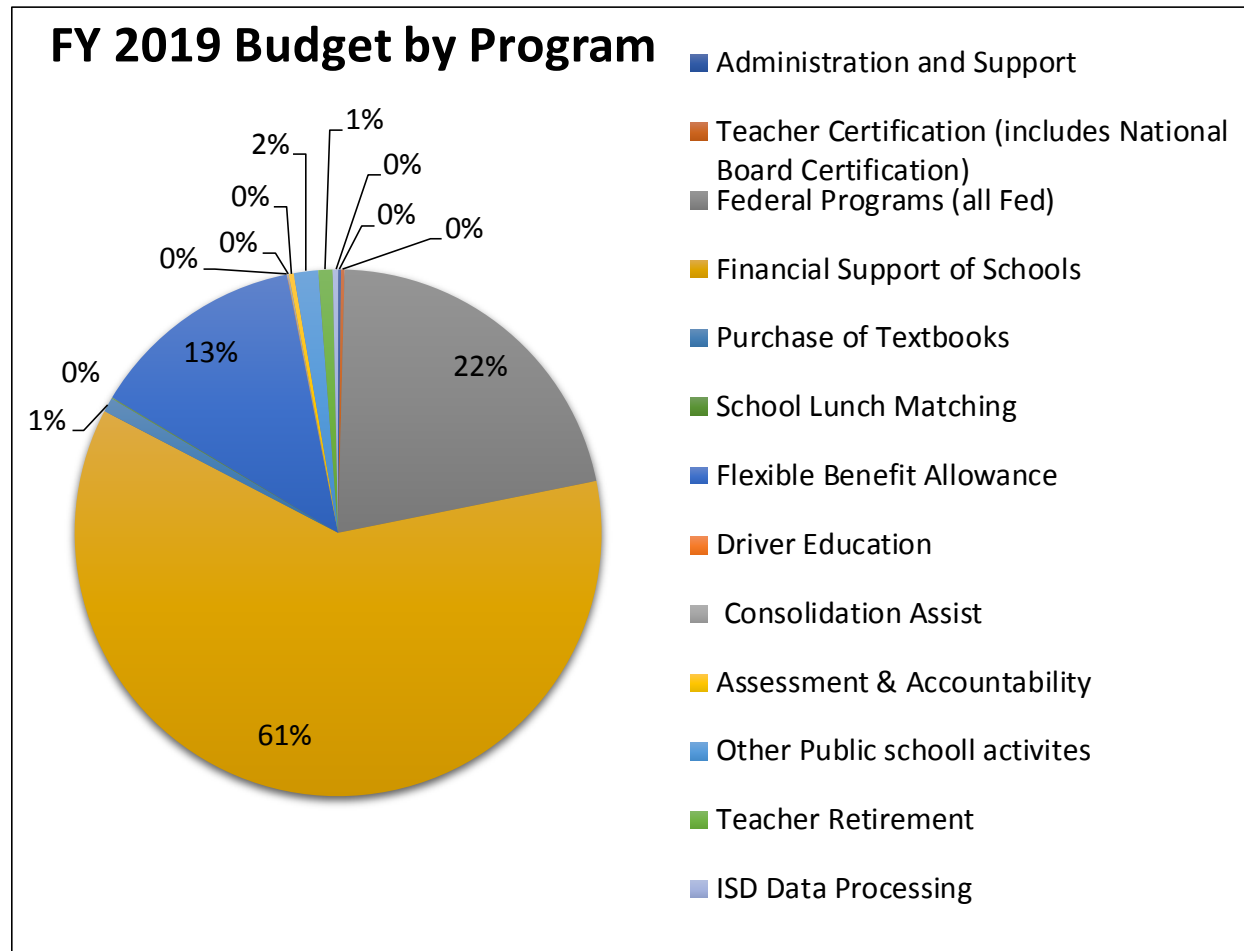
Joy Hofmeister has served as the state superintendent of the Oklahoma State Department of Education since January 2015. Her salary as the superintendent of education is \$124,373.

## FY 2019 budget summary

FY 2018 FTE <b>283</b>	FY 2019 Total Budget <b>\$3,747.8M</b>
FY 2019 Appropriation <b>\$2,913.0M</b>	FY 2018-19 Appropriations <b>19.77%</b>



## II. Programs



### **Flexible benefit allowance – support personnel (70 O.S. 26-104)**

Benefit amount for school district support personnel to offset health insurance costs.

### **Alternative education programs and admin (70 O.S. 1210.561, 70 O.S. 1210.568)**

Serves students in grades six to 12 who are most at risk of not completing a high school education. Provides grants to schools for alternative education programs.

## **Early Intervention SoonerStart (70 O.S. 13-124)**

SoonerStart is Oklahoma's early intervention program serving infants and toddlers with developmental delays from birth to 36 months. SoonerStart is a collaborative interagency project coordinated with the Departments of Health, Human Services, Mental Health and Substance Abuse Services, Health Care Authority and the Commission on Children and Youth. Funding level is increased to restore reduced funds from previous years and to maintain federal IDEA Part C funds and Maintenance of Effort (MOE).

## **Reading sufficiency (70 O.S. 1210.508D)**

The purpose of the Reading Sufficiency Act (RSA) is to ensure that all Oklahoma students are reading on grade level at the end of third grade (a critical juncture when students go from learning to read to reading to learn). RSA supports Oklahoma children in Kindergarten through third grade. Funds are given to districts on a per student basis for those students K-3 reading below grade level.

## **Early childhood initiative (70 O.S. 10-105.4)**

Consists of state funds and private matching funds that provide early childhood services to at-risk children. The program targets low-income families to empower them with the education and tools they need to break the cycle of poverty.

## **Testing (70 O.S. 1210.508, 20 USC §6311(b)(2))**

Funds utilized for the administration of a statewide student assessment system for grades 3-8 and high school.

## **School lunch matching and MOE (7 CFR 210-17 and 7 CFR 235.11(a))**

Minimum amount necessary for the state match and maintenance of effort required by USDA in order to receive federal funds for the National School Lunch Program.

## **AP teacher training and test fee assistance (70 O.S. 1210.703)**

AP allows high school students to undertake college level academic courses and provides students the opportunity to show they have mastered the advanced material by taking end-of-course AP exams. AVID provides educators with training to help teachers better prepare all students for more rigorous AP/Pre-AP curriculum.

## **Oklahoma Arts Institute**

This program has two components: 1) Oklahoma Summer Arts Institute, a fine arts school for high school students who are selected to attend through statewide competitive auditions; 2) Oklahoma Fall Arts Institute, a series of weekend workshops for elementary and secondary teachers.

## **Standards implementation (70 O.S. 11-103.6, 20 USC §6311(b)(1))**

Funds are used for implementation of curricular standards

## **Ag in the classroom**

Program goal is to increase agricultural literacy among students and educators. Materials are developed in collaboration with the Department of Agriculture. Program is also supported through the OSU Cooperative Extension Service Youth Development Program and private donations.

## **Teachers Retirement System (70 O.S. 17-108.2)**

Specific funds appropriated to SDE as a pass through to Teachers Retirement System to offset a portion of teachers' contributions to the retirement system.

## **Required teacher professional development (70 O.S. 6-193)**

Funds allocated to districts on ADA basis for professional development activities.

## **National board teacher bonus (70 O.S. 6-204.2)**

Teachers who attained National Board Certification, or submitted application for renewal of such, prior to June 30, 2013, and are eligible to receive the bonus will receive \$5,000 annually over a 10-year period. Teachers who attained National Board Certification after June 30, 2013, will receive salary increments as set forth in the minimum salary schedule.

## **Psychologists, speech pathologists and audiologists bonus (70 O.S. 6-206)**

Contingent on funds available, national certified school psychologists, speech language pathologists and audiologists receive an annual bonus in the amount of \$5,000 or prorated based on the proportionate equivalency to full-time employment.

## **Teach for America**

Teach for America is the national corps of outstanding recent college graduates and professionals of all academic majors and career interests who commit two years to teach in urban and rural public schools and become leaders in the effort to expand educational opportunity. TFA is funded through state and private matching funds.

## **Teacher Induction Program (70 O.S. 6-195)**

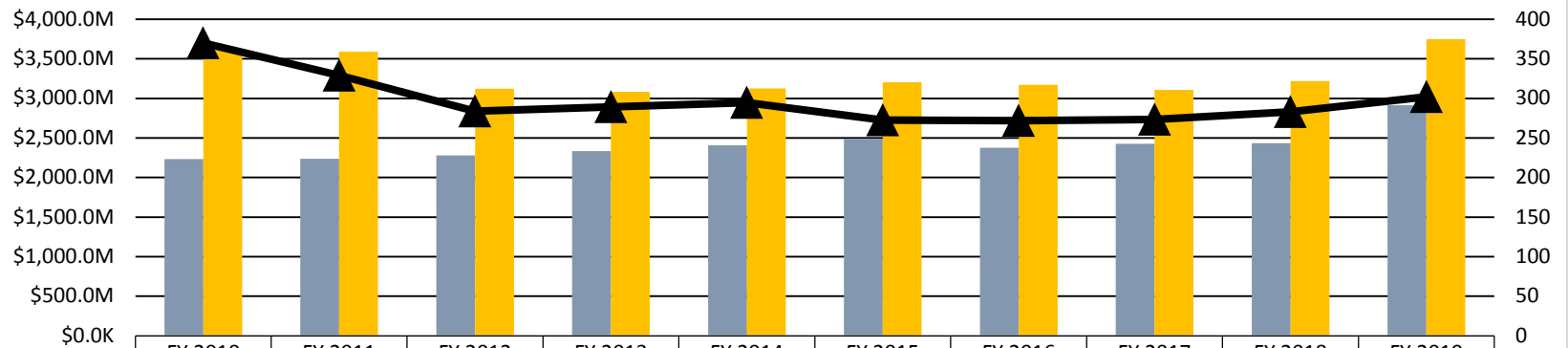
The program requires each first-year teacher, including first-year emergency certified teachers, to have a mentor. Funds are used for providing professional development, support and coaching to the mentors.

## **Teacher and leader effectiveness programs (70 O.S. 6-101.16)**

Funds used to improve the effectiveness of teachers and leaders in the public school system, including continued development and implementation of the new individualized program of professional development (PL Focus) required by HB 2957, 2016. Funds will also be used to continue training programs for principals (Moving UP) and administrators (Lead to Succeed) and emergency certified teachers.

### III. Budget History

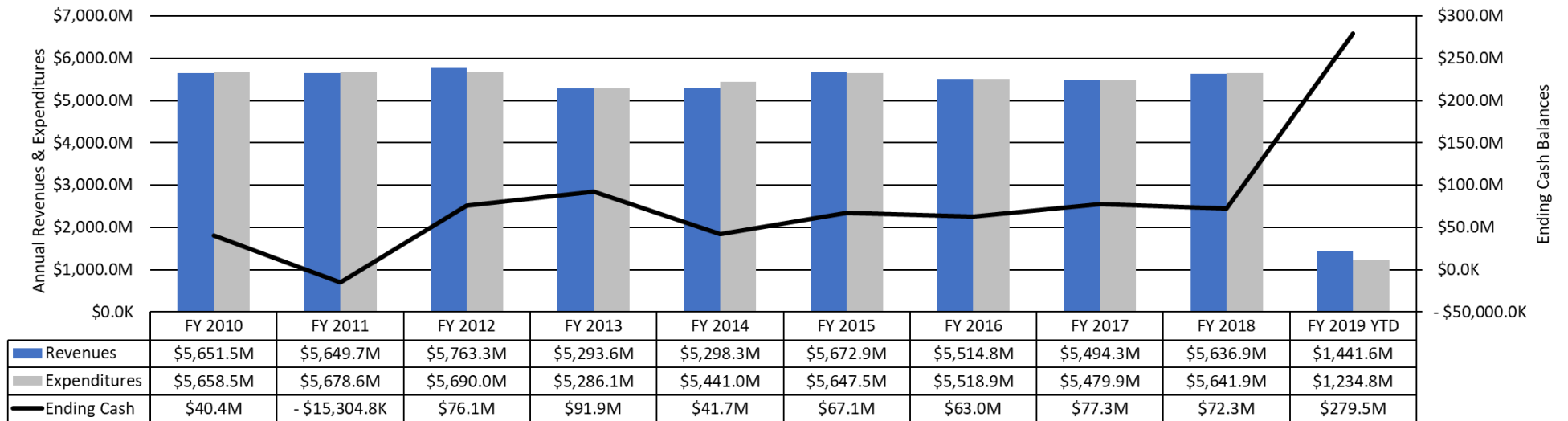
State Department of Education Historical Budget and Full-time Employees



	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Appropriation	\$2,231.7M	\$2,236.0M	\$2,278.2M	\$2,333.6M	\$2,407.6M	\$2,486.9M	\$2,375.7M	\$2,426.7M	\$2,432.2M	\$2,913.0M
Budget	\$3,607.6M	\$3,587.6M	\$3,119.9M	\$3,082.4M	\$3,126.1M	\$3,202.8M	\$3,173.0M	\$3,104.4M	\$3,217.7M	\$3,747.8M
FTE	370	329	284	289	295	272	272	273	283	302
% Change in Approp	-11.85%	0.19%	1.88%	2.43%	3.17%	3.29%	-4.47%	2.15%	0.22%	19.77%
% Change in Budget	-0.18%	-0.56%	-13.04%	-1.20%	1.42%	2.45%	-0.93%	-2.16%	3.65%	16.47%



### State Department of Education Revenue, Expenditures and Ending Cash Balance



**FY 2019 is YTD figure; it is not reflective of annual agency operations. In part, this is due to the timing of large monthly disbursements to local school districts.**

## IV. Goals and Projects

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### Accomplishments over the past year

#### The OSDE's 8-Year Strategic Plan – Oklahoma Edge:

The OSDE completed more than a year-long process of developing an 8-year plan for education. The plan combines previous work on the agency's strategic plan with new requirements of federal law – the Every Student Succeeds Act (ESSA). The plan was crafted through a statewide conversation with more than 5,100 total points of contact. The plan emphasizes the importance of the individual student, school and educator and includes six measurable goals and six initiatives to drive progress in achieving the plan.

### Goals for the upcoming year

#### OKLAHOMA Edge

#### The 8-Year Strategic Plan – Oklahoma Edge:

The OSDE completed more than a year-long process of developing an 8-year plan for education. The plan combines previous work on the agency's strategic plan with new requirements of federal law – the Every Student Succeeds Act (ESSA). The plan was crafted through a statewide conversation with more than 5,100 total points of contact. The plan emphasizes the importance of the individual student, school and educator and includes six measurable goals and six initiatives to drive progress in achieving the plan.

#### Oklahoma Edge outlines six measurable goals to achieve by 2025:

- Score among the top 20 highest-performing states on the National Assessment of Education Progress (NAEP) – otherwise known as “the nation’s report card” – in all subjects for fourth grade and eighth grade.
- Reduce by 50 percent the need for mathematics and English language arts remediation after high school.
- Rank among the top 10 states with the highest graduation rate for students in four, five- and six-year cohorts.
- Ensure that 100 percent of students in grades six through 12 develop a useful and meaningful Individualized Career Academic Plan (ICAP).
- Align early childhood education and learning foundations to ensure at least 75 percent of students are “ready to read” upon kindergarten entry.
- Increase student access to effective teachers, thereby reducing the need for emergency-certified teachers by 95 percent.

## **How will SDE achieve this?**

### **OSDE's shifted focus to an individualized approach includes these key initiatives:**

- Increase access to child nutrition by removing barriers to participation in food programs.
- Leverage out-of-school time to address students' needs and to engage family and community.
- Increase identification of gifted and talented minority students.
- Engage in collaborative identification and supports for students of incarcerated parents.
- Utilize a risk analysis, applying preventive measures for teachers who may become ineffective.
- Promote a well-rounded education by establishing Programs of Distinction whereby schools are recognized for high-quality curricular and extra-curricular programs.

The U.S. Department of Education approved Oklahoma's plan on July 2, 2018.

## **Major agency projects**

Oklahoma State Department of Education has not reported major agency projects for FY 2020.

## **Savings and efficiencies**

The OSDE has filled several positions to make the agency more efficient. Among them is a chief data officer to better manage the agency's data through the use of a formal data governance process which includes establishing a policy statement. These efforts will reduce the reporting burden on districts, augment data quality and increase transparency of the OSDE while maintaining student data privacy in accordance with state and federal law. The OSDE also has hired a researcher and data-analyst who will be responsible for preparing and analyzing the educator supply-and-demand study that the OSDE is required to publish every three years. Additionally, grant funds have allowed for data mapping to provide data to educator preparation programs for continuous improvement. Finally, the OSDE has secured a grant writer to assist the agency in securing outside funding to move the agency's goals forward. As several new grants have recently been received by the state, this position has more than paid for itself. These efforts provide a stronger analytical capability to the OSDE and other government entities for data-driven decision-making.

The OSDE uses webinars and video conferences to provide technical assistance and PD for schools that have reduced travel costs for the OSDE and school districts. Additionally, using agency-owned audio and video equipment at various events has resulted in significant savings. EngageOK on the Road, held once a year, provides rich and meaningful professional development at no cost for all school personnel. It also provides a great opportunity for community engagement. The conference, in its current format, has produced an annual savings of approximately \$300,000.

The OSDE has an agreement with the Department of Mental Health and Substance Abuse Services to share FTEs for related services, resulting in savings of approximately \$37,000. Through data-sharing agreements with other education agencies such as the Office of Educational Quality and Accountability (OEQA) and the State Regents for Higher Education, student data collected by the OSDE can be used to make better decisions. The

OSDE also benefits from a multi-agency data sharing agreement that includes the Department of Health, Department of Human Services, Department of Rehabilitation Services, and other agencies that allows for sharing of protected health and student education information to achieve regulatory goals and public benefits.

## **IT Consolidation and data management**

A continuing partnership with the Office of Management and Enterprise Services has led to standardization of IT systems, better data security standards and technology solutions. Continued use of e-pro for acquisition of goods and services has created efficiencies in the purchasing process and establishes an audit trail.

## **Human resource modernization**

As part of the human resources modernization plan, the Human Resources Division has updated the recruitment system from NeoGov to JobAps, hosted by OMES. The conversion of recruitment systems allows for a broader applicant pool, evaluation of vacancy exposure and reduction in spending. Throughout implementation of the plan, the OSDE is reviewing multiple ways to reduce overall spending and increase customer service. Human resources also began offering in-house trainings on various topics for supervisors and staff that has resulted in savings on trainings and travel costs.

## **V. Budget Requests**

Not reported by the agency to date.

# Sources

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This document was prepared by the Office of Management and Enterprise Services.

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**Manny Landaverde**

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**Christina Tian**

*Health Services Analyst*

**Christine Patton**

*Human Services Analyst*

**Ahmed Baqir**

*Public Safety Analyst*

Sources for this document include the following:

- *Agencies, Boards and Commissions*, Oklahoma Department of Libraries.
- Budget request, agency information and strategic planning documents submitted by the agency to OMES.
- Official agency websites.
- Budget and financial data from the state's financial system of record.

For further information, please contact the Office of Management and Enterprise Services at 405-521-2141.



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# **Transition Document: Oklahoma Health Care Authority**

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# I. Agency Information

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## History and function

Since its creation by the State Legislature in 1993, the Oklahoma Health Care Authority (OHCA) has implemented extensive reforms to promote efficient use of state funds. The OHCA administers two health programs for the state: SoonerCare (Oklahoma's Medicaid program) and Insure Oklahoma. SoonerCare works to improve the health of qualified Oklahomans by ensuring that medically necessary benefits and services are available. Insure Oklahoma assists qualifying adults and small business employees in obtaining health care coverage for themselves and their families.

Website: [www.okhca.org](http://www.okhca.org)

Main phone: 405-522-7300

Enacting legislation: 63 O.S. § 5007

## Mission

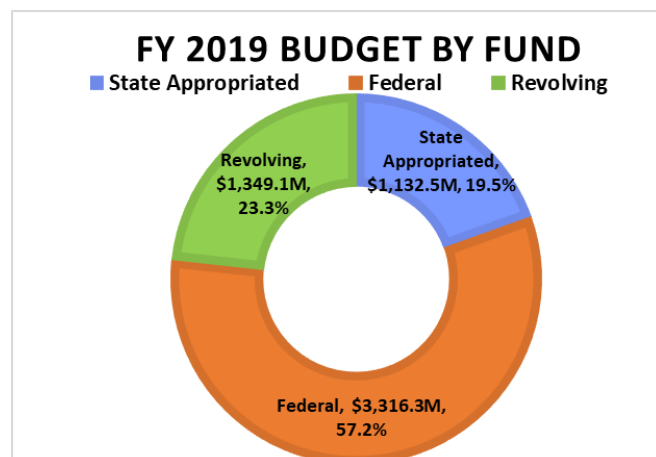
The mission of the OHCA is to responsibly purchase state and federally-funded health care in the most efficient and comprehensive manner possible, to analyze and recommend strategies for optimizing the accessibility and quality of health care and to cultivate relationships to improve the health outcomes of Oklahomans.

## Governance and administration

Created by section 5007, Title 63 of the Oklahoma State Statutes, the Oklahoma Health Care Authority Board is composed of seven appointed members. The governor has three appointments; the speaker and the pro-tempore have two appointments each. Becky Pasternik-Ikard serves as CEO and Medicaid director of the Health Care Authority and is appointed by the board. Her annual salary as CEO is \$173,318.

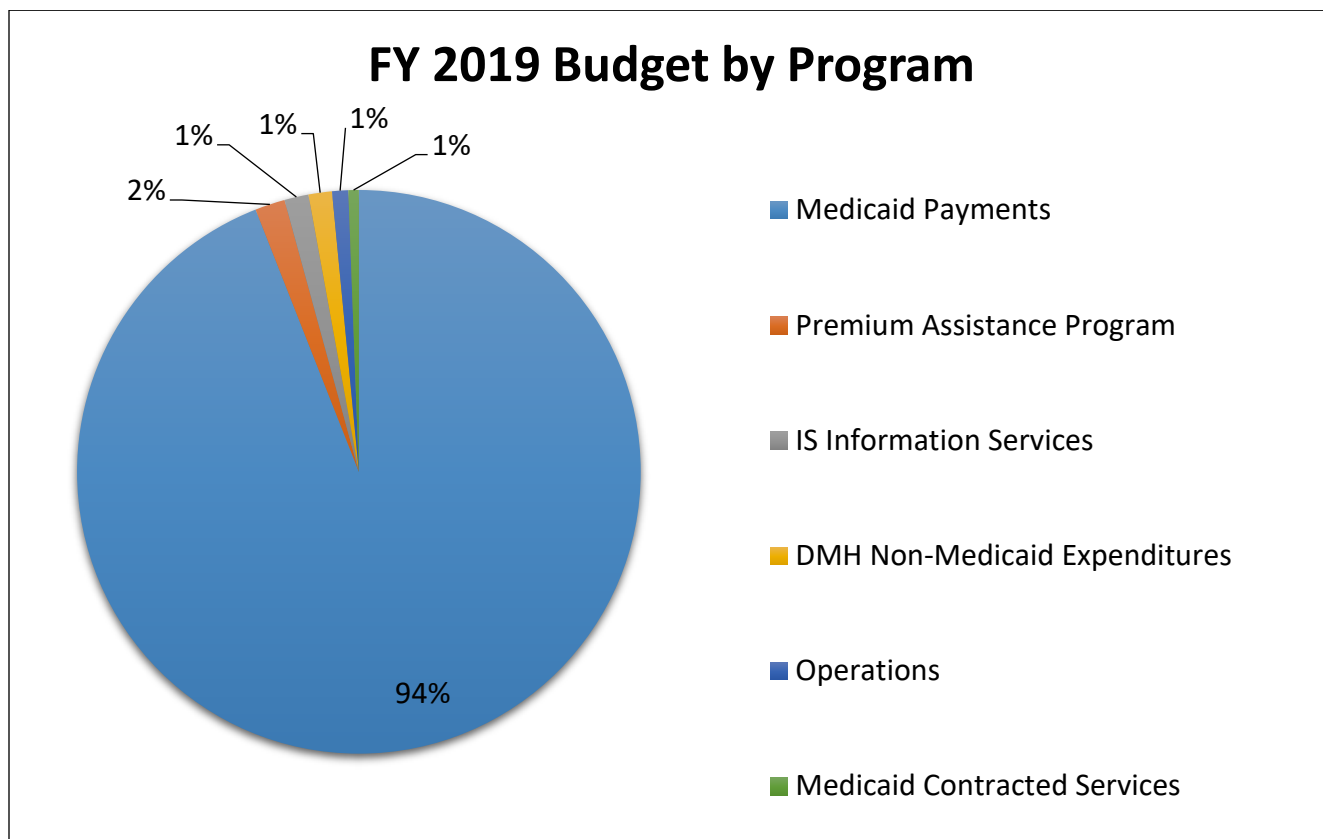
## FY 2019 budget summary

FY 2018 FTE	FY 2019 Total Budget
545.7	\$5,820.3M
FY 2019 Appropriation	FY 2018-19 Appropriations
\$1,132.5M	11.17%



## II. Programs

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### 1. SoonerCare Choice

SoonerCare Choice is a Primary Care Case Management (PCCM) program in which each member has a medical home. The medical home provider will coordinate all health care services for qualifying Oklahomans.

### 2. SoonerCare Traditional

Traditional fee-for-service SoonerCare has a statewide network of providers that includes hospitals, family practice doctors, pharmacies and durable medical equipment companies. SoonerCare members in this program may choose any of these contracted providers for needed services.

### 3. SoonerCare Supplemental

SoonerCare Supplemental is a plan that may help pay for Medicare cost sharing requirements for persons with low income and limited resources. It provides medical benefits that supplement those services covered by Medicare.

### 4. Opportunities for Living Life

Opportunities for Living Life (OLL) is charged with developing, operating and administering new program initiatives for SoonerCare. Additionally, OLL is charged with developing collaboration among state and private



agencies, community organizations, and stakeholders in creating a system of health care, long-term care support and home- and community-based services support that meets the needs of every Oklahoma citizen.

## **5. SoonerPlan**

SoonerPlan is Oklahoma's family planning program for women and men who are not enrolled in regular SoonerCare services.

## **6. Long-term care services**

Long-term care services is a system of health care providing long-term care and support in home- and community-based settings, in nursing homes, in small and large residential care facilities or group homes and in the workplace. This includes Living Choice, PACE, Focus on Excellence, Oklahoma Long-Term Care Partnership, the Certified Nurse Aide Training program and more.

## **7. Pregnancy services**

Pregnancy services are services designed to ensure that every qualified pregnant woman has access to medical care, with the goal of lowering Oklahoma's infant mortality rate and improving maternal and infant health.

## **8. Breast and Cervical Cancer Treatment Program**

The Breast and Cervical Cancer Treatment Program, Oklahoma Cares, provides SoonerCare benefits to uninsured women under 65, who need treatment for breast or cervical cancer (including pre-cancerous conditions and early stage cancer).

## **9. Disability/Incapacity Determination**

This program determines medical eligibility for TANF incapacity requests, short-term medical disability and the ADvantage waiver program for citizens and immigrants who are in compliance with DHS policy and Social Security guidelines; and determines categorical relationship to the disabled for Developmental Disabilities Service Division home- and community-based services waiver.

## **10. Child Health**

Child Health, also known as Early and Periodic Screening, Diagnosis and Treatment (EPSDT), is a preventive health care package for children age 20 or younger enrolled in Oklahoma Medicaid.

## **11. Health Management Program**

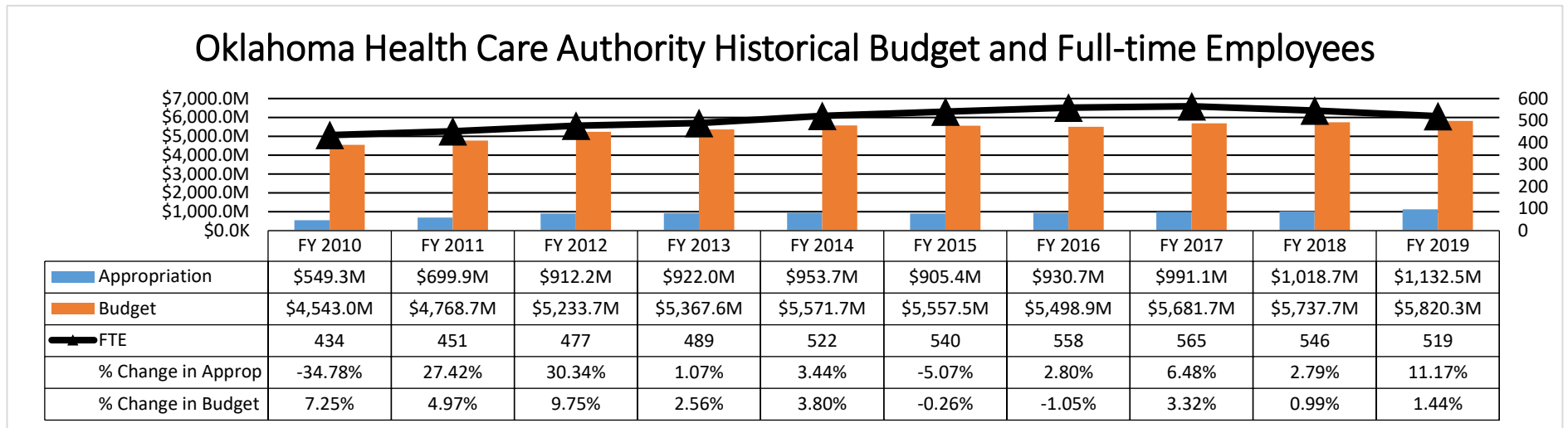
The Health Management Program was started to help SoonerCare Choice members who have, or are at risk for, developing a chronic disease to improve their health. Telligen was chosen by the Oklahoma Health Care Authority to provide services to HMP members.

## **12. TEFRA**

TEFRA (Tax Equity and Fiscal Responsibility Act of 1982), Care for Children with Disabilities allows members under age 19 with special health care needs or disabilities to be cared for at home instead of in an institution.

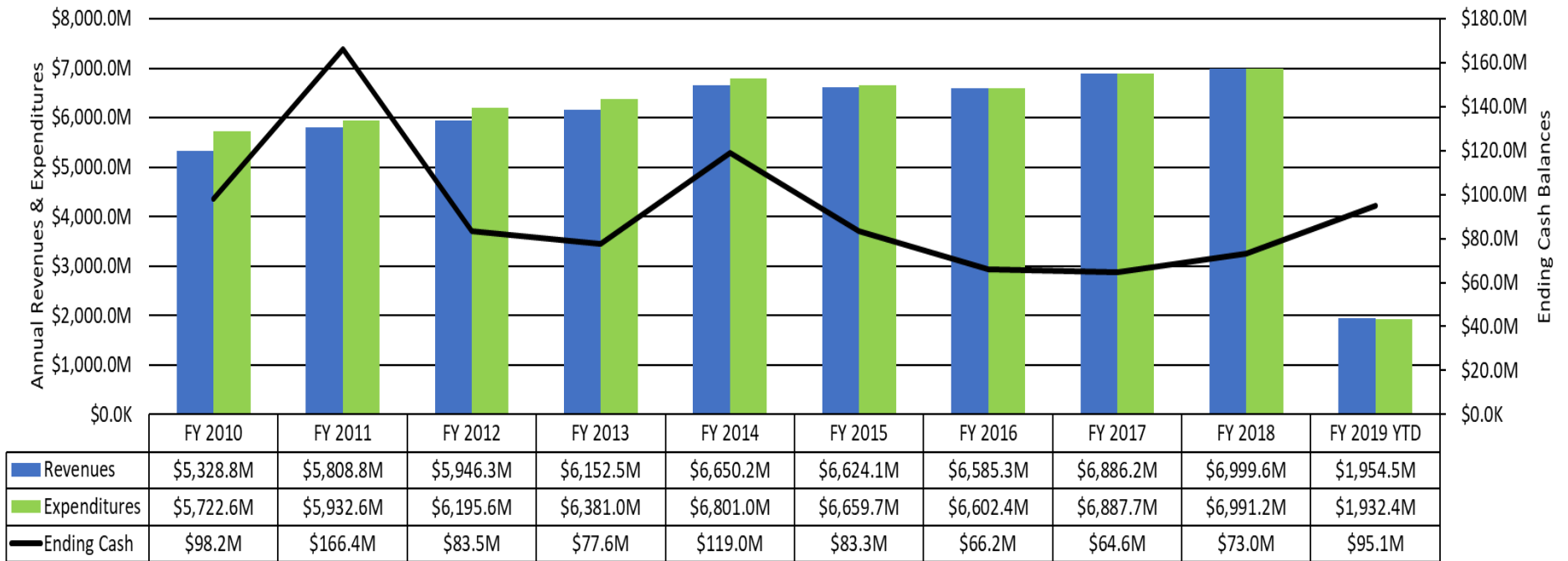
For more information about OHCA's programs, visit [their website](#).

### III. Budget History



Dean's Graduate Medical Education (GME) program has been a state/federal partnership since 1996. UHAT receives a portion of the state share for this program from the Legislature and governor through the appropriations process. UHAT does not benefit directly from the program. OU, OSU and the Physicians Manpower Training Commission (PMTc) are the direct beneficiaries. OU and OSU transfer additional state share to UHAT each quarter. UHAT transfers those funds, along with the appropriations it receives for this purpose to OHCA. OHCA matches those funds with federal dollars and then makes payments directly to the OU College of Medicine and the OSU College of Osteopathic Medicine to support their schools. OHCA, OU, OSU and PMTC were notified by the Centers for Medicare and Medicaid Services (CMS) on Dec. 11, 2017, that CMS would no longer contribute federal funds to this program. In addition, CMS is seeking repayment of the prior two quarters of federal funds totaling \$31,770,310. Preliminary estimates indicate that this decision by CMS will cost OU approximately \$8,463,390 of federal funds per quarter of each fiscal year or \$33,853,560 annually. OSU's impact will be roughly \$7,087,374 in federal funds per quarter or \$28,349,496 annually. PMTC will lose approximately \$169,853 in federal funds per quarter or \$679,413 annually. These losses begin accumulating with the quarter that ends Dec. 31, 2017. OHCA has 60 days to appeal the decision reached by CMS from the date they received notification. They have begun that process.

### Oklahoma Health Care Authority Revenue, Expenditures and Ending Cash Balance



## IV. Goals and Projects

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### Accomplishments over the past year

- OHCA provided services to 1,020,726 unduplicated members enrolled in SoonerCare (including Insure Oklahoma). There were 32,186 enrollees who participated in the Insure Oklahoma Program, and 61,581 members enrolled through the SoonerPlan Program.
- OHCA provided services through Oklahoma Cares, OHCA's Breast and Cervical Cancer Treatment Program, to 862 enrolled members during FY 2018.
- Online enrollees totaled 442,816 members in FY 2018, with an increase in home applications from 48 percent in FY 2017 to 59 percent in FY 2018.
- The number of emergency room visits decreased by 21,942 between FY 2016 and FY 2017.
- A 3 percent increase in provider reimbursement was funded in FY 2019, partially through managed care and administrative savings.
- OHCA reduced expenditures through changes in coverage of over-the-counter medications and compounded pharmaceuticals, payment of care coordination fees, and eligibility termination processing.
- A new five-year strategic plan was completed with performance measures to focus agency activities and monitor success at meeting goals.
- OHCA implemented changes to save state dollars by collecting 100 percent federal funds for American Indian/Alaska Native members receiving medical services when referred through an Indian Health facility.

### Goals for the upcoming year

- Implement a supplemental payment program for emergency transportation providers.
- Develop the agency's capability to text standard and ad hoc messages to members, including content of standard enrollment, health education, and other member communication messages and compliance with all relevant privacy and texting regulations.
- Modify eligibility and enrollment systems to comply with the HOPE Act and any state and federally approved work/community engagement requirements.
- Procure a new care management system to improve health outcomes and reduce costs.
- Implement an Electronic Visit Verification (EVV) system that meets federal and state requirements for personal care and home health services.
- Improve access to dental care for SoonerCare members by creating additional PCP incentives for referrals and opening up the requirements for PCPs to provide fluoride varnish.

### Major agency projects

- Maximizing ambulance revenue.
- Implementing the HOPE Act (the Act to Restore Hope, Opportunity and Prosperity for Everyone) which updates the OHCA's process of verifying the eligibility of enrollees for Oklahoma's Medicaid program (known as SoonerCare).
- Improving customer relationships.
- Increasing work/community engagement.

- Replacing Care Management System.
- Working toward electronic visit verification.
- Improving dental care.

## **Savings and efficiencies**

- \$106.7 million was avoided in medical costs through the Health Management Program as of the end of FY 2017.
- Through FY 2017, the SoonerCare Chronic Care Unit generated approximately \$3.05 in net medical savings for every dollar in administrative expenditures.
- \$660,000 was saved by automating a number of call center functions that previously required by a call center employee.
- Since the implementation of compound drug audits in March of 2017, the average monthly expenditures for compound drugs have dropped approximately 44 percent; OHCA is forecasted to save approximately \$120,000 in CY 2018.
- An average of \$682,317 per month has been saved since the changes in payment of care coordination fees were implemented in January 2018.
- OHCA obtained information technology services from the Office of Management and Enterprise Services, eligibility services from the Department of Human Services and survey/certification services from the State Department of Health.
- OHCA continues to work with both public and private partners on managed care for our members, tobacco cessation and health information technology.

## V. Budget Requests

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Operating Request		FY 2020 Request	Ongoing?
1	Annualizations	\$20,043,000	N
2	Maintenance	\$108,278,000	Y
3	Mandates	\$29,599,000	N
4	Program enhancements	\$127,024,000	N
5	Operational excellence	\$17,957,000	N
6	Employee compensation analysis/implementation	\$2,928,000	N
<b><i>FY 2020 request total:</i></b>		<b>\$305,829,000</b>	

### 1. Annualization

This request is to annualize the FY 2019 expenditure base to request additional state or federal funding for FY 2020 FMAP (Federal Medical Assistance Percentage) increase from 62.38 percent to 66.02 percent. This FMAP change in FY 2020 will save \$127 million for the state. This request also includes the increased cost of the Children's Health Insurance Program (CHIP) under Title 21 ACA MOE provision through FY 2023.

### 2. Maintenance

The purpose of this request is to maintain the ongoing Oklahoma Medicaid program. Also included is the estimated 5 percent increase in Medicare A and B premiums from Jan. 01, 2020, to rebase the Medicare physician fee schedule to align with current relative value units (RVUs) and to cover the cost increase in Medicaid contracts.

### 3. Mandates

This funding change will help the agency to comply with federal mandates and avoid any federal deferral or disallowance in the future.

### 4. Program enhancements

This request will improve access to quality health care services in both urban and rural areas of Oklahoma and help to ensure funds are used to responsibly purchase those health care services.

### 5. Operational excellence

The purposes of this funding request are to implement a new care management solution for consistent and better quality of care, and to cover consulting cost and technical assistance costs for MMIS Modular Procurement.

### 6. Employee compensation analysis/implementation

The purposes of this funding request are to increase employee retention and engagement; to reduce turnover and training costs; and to implement results of the compensation analysis performed by HCM in 2017.

# Sources

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This document was prepared by the Office of Management and Enterprise Services.

**Denise Northrup**

*Director of the Office of Management and Enterprise Services*

**Brandy Manek**

*Director of Budget, Policy and Gaming Compliance*

**Jill Geiger**

*State Budget Director*

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For further information, please contact the Office of Management and Enterprise Services at 405-521-2141.



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# Transition Document: Oklahoma State Regents for Higher Education

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**OKLAHOMA STATE REGENTS  
FOR HIGHER EDUCATION**

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*Improving our future by degrees*



# I. Agency Information

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## History and function

The Oklahoma State Regents for Higher Education is the statewide coordinating board of control for the state's 25 colleges and universities, and 10 constituent agencies. The State Regents for Higher Education prescribe academic standards of higher education, determine functions and courses of study at state colleges and universities, grant degrees, recommend to the Oklahoma Legislature budget allocations for each college and university, and recommend proposed fees within limits set by the Legislature. The state regents also manage 23 scholarship and special programs. In addition, in cooperation with the Office of Management and Enterprise Services, the state regents operate OneNet, the state's information and telecommunications network for education and government. The regents also oversee the Oklahoma College Assistance Program.

## Mission

The Oklahoma State Regents for Higher Education is committed to producing more college graduates and certificates, thereby improving the economic future of students and communities.

## Establishment and authority

The Oklahoma State Regents for Higher Education defined by Section 1. Article XIII-A, Constitution of Oklahoma, and House Bill No. 810, Chapter 396, Section 102, Session Laws 1965; defined "to include all education of any kind beyond or in additions to the twelfth grade or its equivalent as that grade is nor generally understood and accepted in the public schools of the State of Oklahoma; provided, however that this shall not exclude as a constituent institution any institution of higher learning which now offers as a part of its curriculum courses of higher school study."

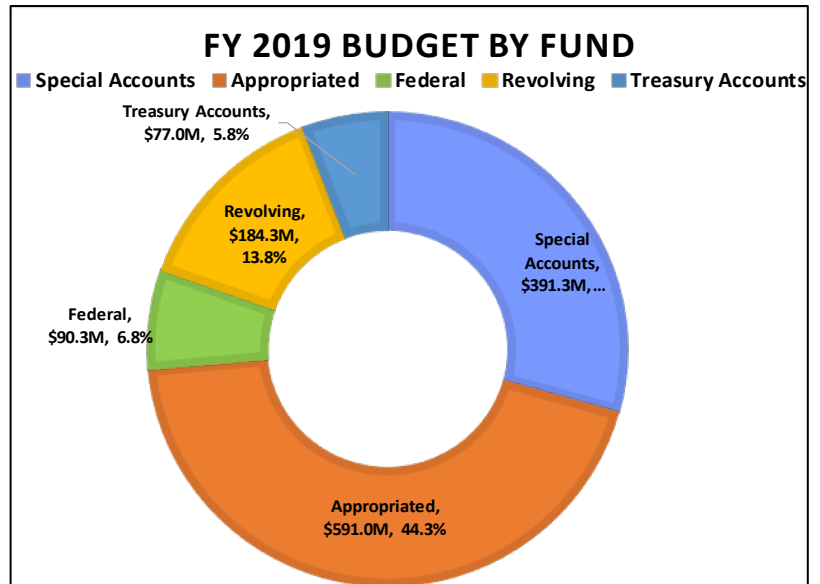
**Website:** <https://www.okhighered.org/>

**Main phone:** 405-225-9100

**Enacting legislation:** Oklahoma Constitution-Section 1. Article XIII-A.

## FY 2019 budget summary

FY 2018 FTE	FY 2019 Total Budget
148.6	\$1,256.8M
FY 2019 Appropriation	FY 2018-19 Appropriations
\$776.7M	1.02%



## Governance

The Oklahoma State Regents for Higher Education consists of nine members appointed by the governor, confirmed by the Senate, and who shall be removable only for cause, as provided by law for the removal of officers not subject to impeachment. Any appointment to fill a vacancy shall be for the balance of the term only. Except as designated below, the terms of office for said regents shall be nine years or until their successors are appointed and qualified.

## The regents for higher education and terms

Regent	Term	Appointed Date	Term Ends
John Massey	9 years	May 2010	May 2019
Toney Stricklin	9 years	May 2011	May 2020
Ronald H. White	9 years	May 2012	May 2021
Jay Helm*	9 years	May 2013	May 2022
Joseph L. Parker Jr.**	9 years	May 2014	May 2023
Ann Holloway	9 years	May 2015	May 2024
Andrew W. Lester	9 years	May 2016	May 2025
Jeffrey W. Hickman	9 years	May 2017	May 2026
Michael C. Turpen	9 years	May 2018	May 2027

\*Chair.

\*\*Vice chair.

## **OSRHE-governance board**

“The regents shall constitute a coordinating board of control for all state institutions described in Section 1 hereof, with the following specific powers: (1) It shall prescribe standards of higher education applicable to each institution; (2) it shall determine the function and courses of study in each of the institutions to conform to the standards prescribed; (3) it shall grant degrees and other forms of academic recognition for completion of the prescribed courses in all of such institutions; (4) it shall recommend to the State Legislature the budget allocations to each institutions, and (5) it shall have the power to recommend the Legislature proposed fee for all such institutions, and any such fee shall be effective only within the limits prescribed by the Legislature”. (Oklahoma Constitutions, Article XIII A, Section 3)

## **The state regents office**

The work of the Oklahoma State Regents for Higher Education is defined by constitutional provisions, state statutes or state regents policy. These provisions delineate and coordinate responsibilities for the State System of Higher Education, including the areas of institutional functions, programs of study, standards of higher education and institutional finances.

## **The chancellor**

The chancellor is the chief executive officer for the Oklahoma State Regents for Higher Education and provides leadership for the state system. The work of the office serves the following functions: academic affairs; administrations; board relations; budget and finance; legislative; economic development; student affairs; grant and scholarships; and the Oklahoma Guaranteed Student Loan Program.

## **Institutional-governance board**

There are currently three constitutional governing boards and 12 statutory boards. The constitutional boards are the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges, the Regional University Systems of Oklahoma, and the Board of Regents of the University of Oklahoma.

## Administration

The Oklahoma State System of Higher Education is the state's legal structure for providing public education at the collegiate level. It is coordinated by a system of colleges and universities located throughout the state.

With a current enrollment of more than 275,000 students, the state system is comprised of 25 colleges and universities, including two research universities, 11 regional universities and 12 community colleges; and 11 constituent agencies and one higher education center. The state system is coordinated by the Oklahoma State Regents for Higher Education, and each institution is governed by a board of regents.

### RESEARCH UNIVERSITIES

University of Oklahoma  
Oklahoma State University

### REGIONAL UNIVERSITIES

Cameron University  
  
East Central University  
  
Langston University  
Northeastern State University  
Northwestern Oklahoma State College  
OK Panhandle State University  
Rogers State University  
Southeastern Oklahoma State University  
Southwestern Oklahoma State University  
University of Central Oklahoma  
University of Science and Arts of OK

### COMMUNITY COLLEGES

Carl Albert State College  
Connors State College  
Eastern Oklahoma State College  
Murray State College  
Northern Oklahoma College  
Northeastern Oklahoma College  
A&M College  
Oklahoma City Community College  
Redlands Community College  
Rose State College  
  
Seminole State College  
  
Tulsa Community College  
Western Oklahoma State College

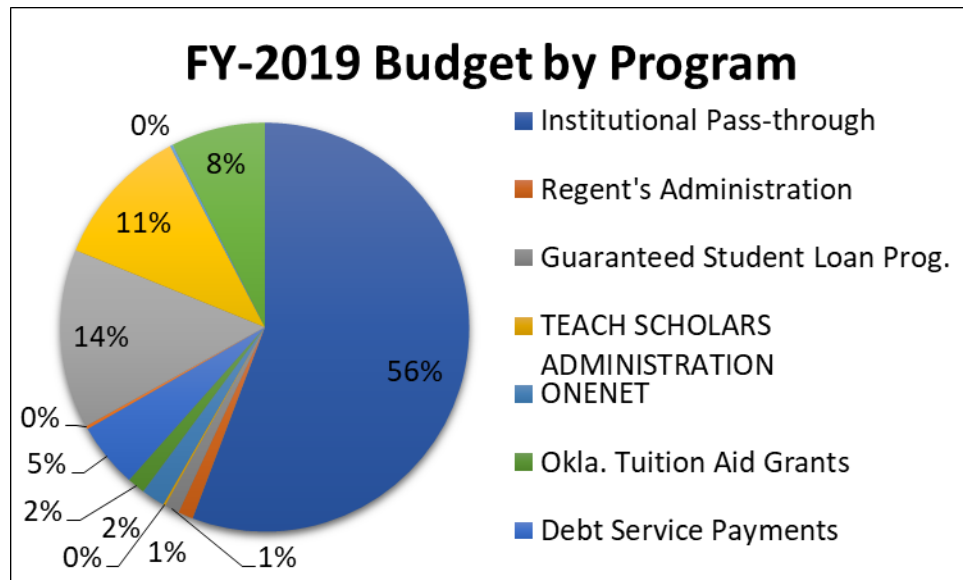
### CONSTITUENT AGENCIES

OU Health Science Center  
OU Law Center  
OU-Tulsa  
OSU Agricultural Experiment  
OSU Center for Health Sciences  
  
OSU College of Veterinary Medicine  
  
OSU Cooperative Extension Service  
OSU Institute of Technology-Okmulgee  
OSU Tulsa  
  
OSU-Oklahoma City

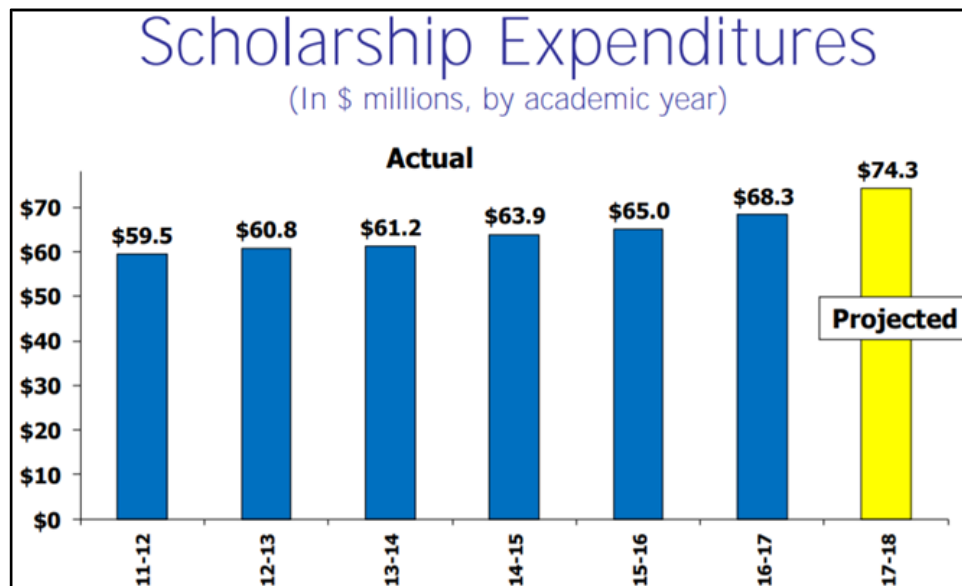
### HIGHER EDUCATION PROGRAMS/SITES

University Center of Southern Oklahoma (Ardmore)  
University Center at Ponca City

## II. Programs



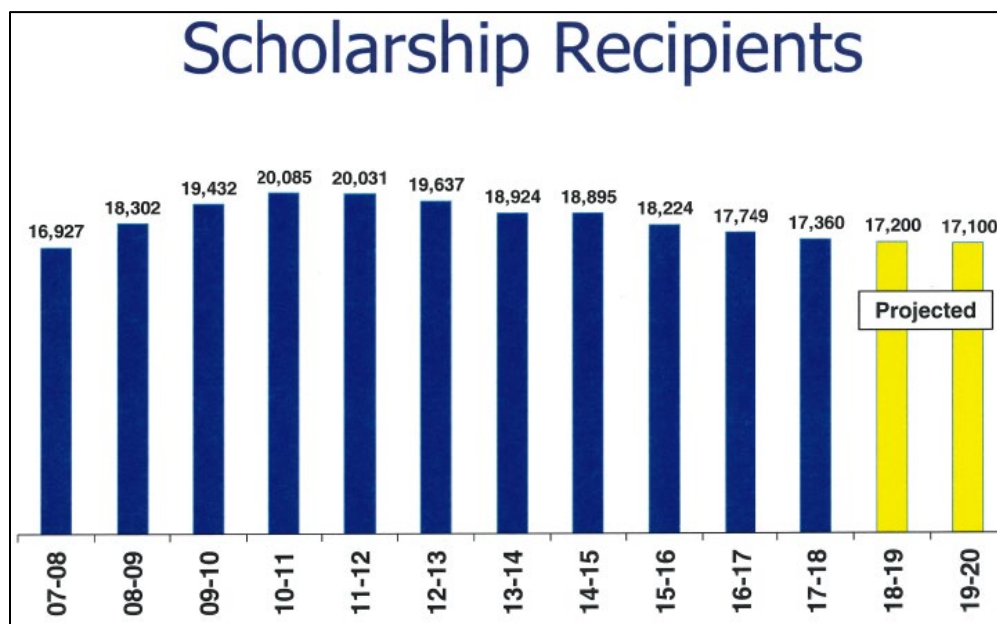
### Oklahoma's Promise



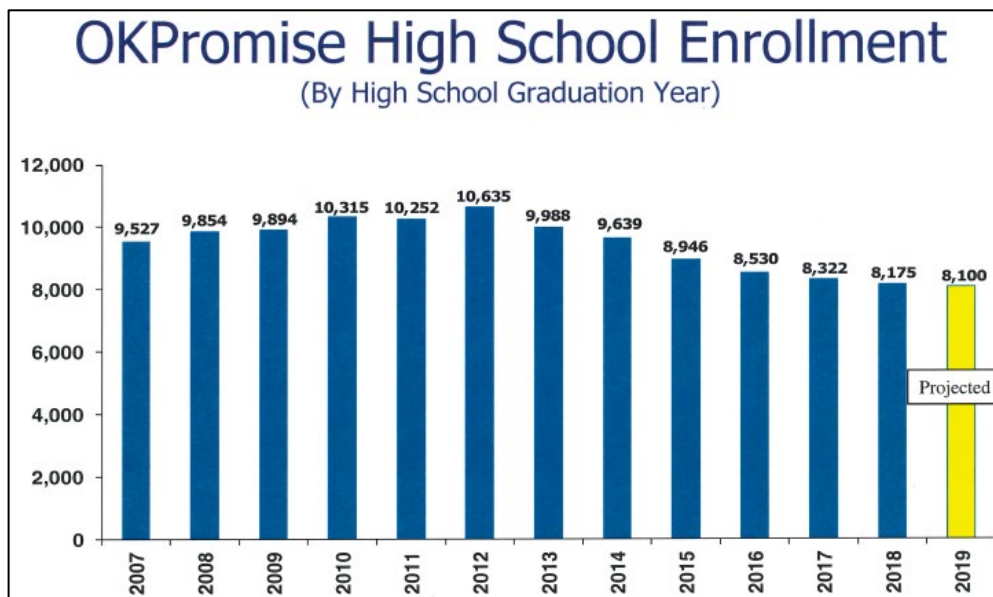
**\*\*Scholarship expenditures forecast as of Feb. 1, 2018.**

## Oklahoma's Promise, cont.

Oklahoma's Promise allows eighth-, ninth- or 10th-grade students from families with an income of \$55,000 or less to earn a college tuition scholarship. Students must also meet academic and conduct requirements in high school. Created in 1992 by the Legislature to help more Oklahoma families send their children to college, Oklahoma's Promise was originally designated as the Oklahoma Higher Learning Access Program. The program is administered by the Oklahoma State Regents for Higher Education.

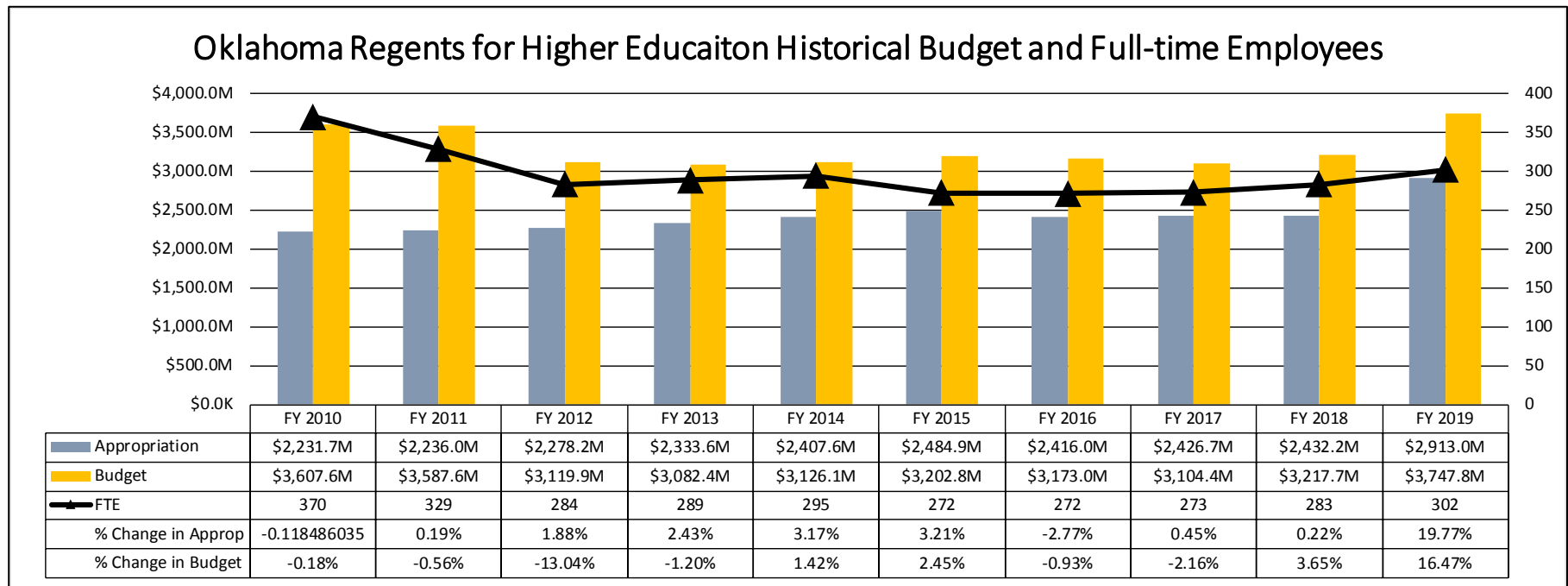


Projected students served in 2018: 17,200 eligible students (meeting requirements in gpa, grade standing and income baseline).  
**This count includes H.S. seniors, and freshmen, sophomores, juniors and some seniors at the higher ed institutions.**



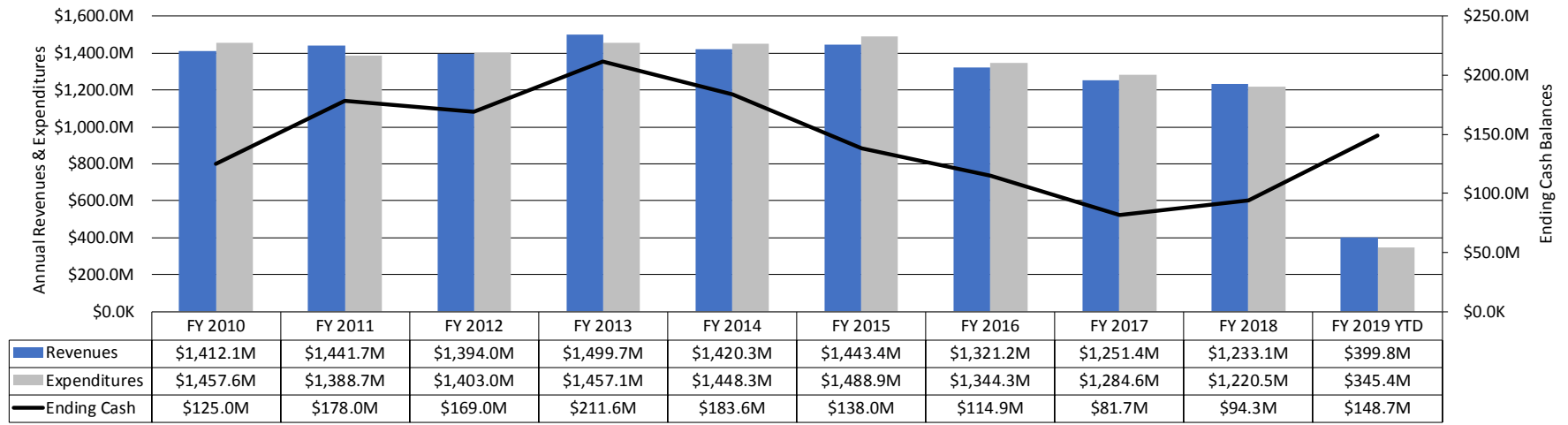
Forecast of new OHLAP eligible students from Oklahoma High schools graduating class of 2019.

### III. Budget History



**At the time of this publication, OSRHE has not reported all of their Q1 FTE count. OSRHE is on a quarterly FTE report, hence the lower than average FTE count reported for FY 2019.**

### Oklahoma Regents for Higher Education Revenue, Expenditures and Ending Cash Balance





## **IV. Goals and Projects**

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### **Accomplishments over the past year**

Not reported by the agency to date.

### **Goals for the upcoming year**

Not reported by the agency to date.

### **Major agency projects**

Not reported by the agency to date.

### **Savings and efficiencies**

Not reported by the agency to date.

## **V. Budget Requests**

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Not reported by the agency to date.

# Sources

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**Brandy Manek**

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- Budget and financial data from the state's financial system of record.

For further information, please contact the Office of Management and Enterprise Services at 405-521-2141.



# **Transition Document: Department of Human Services**

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# I. Agency Information

## History and function

Oklahoma voters created what is now the Department of Human Services (DHS) in the Great Depression year of 1936. By a two-to-one margin, voters approved a state constitutional amendment “to provide ... for the relief and care of needy aged ... and other needy persons.” Voters also approved a 1 percent sales tax for use by the Welfare Department. The amount was increased to 2 percent by the 1937 Oklahoma Legislature. In the 1950s, the agency’s responsibilities were expanded and, in 1980, its name was changed by the Legislature. Today, DHS has offices in each of Oklahoma’s 77 counties.

Website: [www.okdhs.org](http://www.okdhs.org)

Main phone: 405-521-3646

Enacting legislation: Constitution, Article 25 § 2; 56 O.S. § 162.1

## Mission

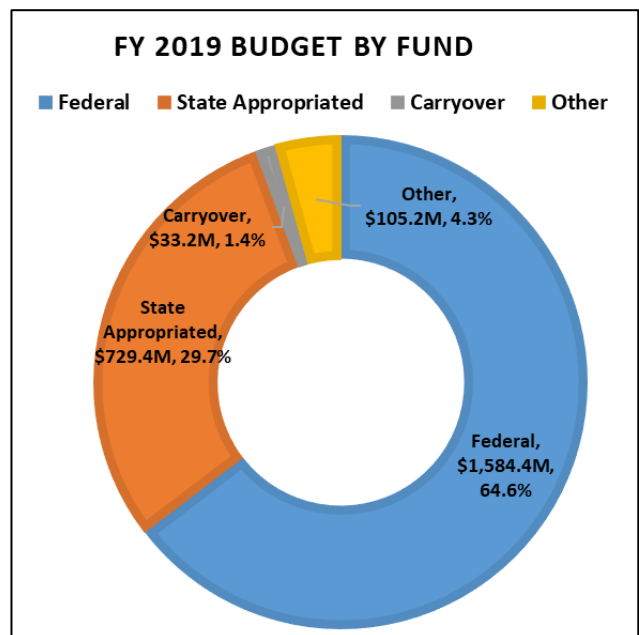
The Department of Human Services improves the quality of life of vulnerable Oklahomans by increasing people’s ability to lead safer, healthier, more independent and productive lives.

## Governance and administration

The DHS director, Ed Lake, who is appointed by and serves at the pleasure of the governor with confirmation of the Senate, assumed the duties for the Human Services Commission, which was abolished in 2012. Mr. Lake has served since November 2012. His annual salary as director is \$185,000.

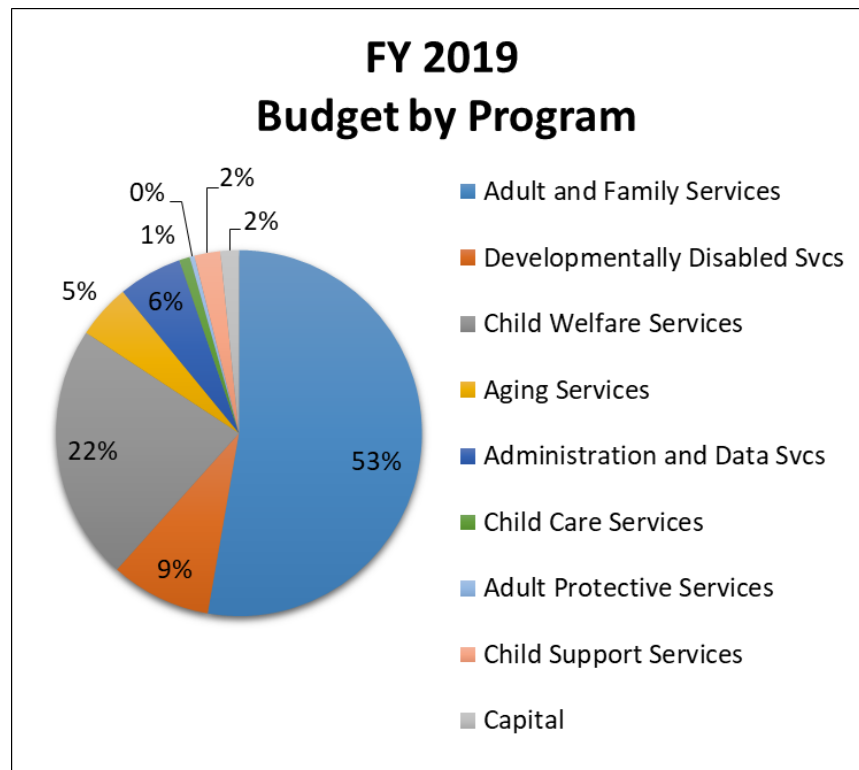
## FY 2019 budget summary

FY 2018 FTE	FY 2019 Total Budget
6,073.9	\$2,454.6M
FY 2019 Appropriation	FY 2018-19 Appropriations
\$729.4M	4.91%



## II. Programs

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### Child Welfare Services

The mission of Child Welfare Services (CWS) is to provide programs and services necessary to prevent or reduce the abuse, neglect or exploitation of children; preserve and strengthen families; and provide permanency planning for children in the system.

A continuum of placement services is provided for children placed in DHS custody who cannot remain in their own homes. Division staff administers programs to children and families in the home, in the community, and in residential facilities. Primary tasks include maintaining policy consistent with federal regulations and state statutes, providing training and consultation to all staff involved with child welfare-related programs, and monitoring contracts that support child welfare. Field staff specialize in direct child welfare services and program delivery, including child protective services, permanency planning services, foster care services, and adoption services.

DHS was sued in federal court over the care and treatment of children in state custody. Settlement of the suit in 2012 provided for oversight of Child Welfare Services by a panel of three co-neutrals appointed by the court. As a result, CWS formulated The Oklahoma Pinnacle Plan, a five-year plan to improve services and outcomes to children in state custody. The plan was approved by the co-neutrals in July 2013 and CWS began implementation in FY 2013 (Plan Year One). The Pinnacle Plan provides for more, and better, foster homes, with increased support and training; a smaller worker-to-case ratio, resulting in more field staff; a smaller

supervisor-to-worker ratio, resulting in more supervisory staff; better staff training; higher pay for field staff; and increased rates for foster care and adoption subsidy payments. The Pinnacle Plan has impacted the CWS budget over the five-year period by more than \$125 million in state appropriations.

Number of clients served: 130,000 children are protected from abuse and neglect and assisted in becoming productive adults. Families are assisted in remaining intact while providing proper care for affected children.

## **Developmental Disabilities Services**

The purpose of Developmental Disabilities Services (DDS) is to design and operate a service system centered on the needs and preferences of Oklahoma's citizens with developmental disabilities. Our mission is to enable persons with developmental disabilities to lead healthy, independent and productive lives to the fullest extent possible; to promote the full exercise of their rights as citizens of their communities, state and country; and to promote the integrity and well-being of their families.

Persons with developmental disabilities are assessed by a multi-disciplinary team which develops an individualized plan of service. Case managers are responsible for coordinating the development, implementation and monitoring of the plan, while contracted agencies are responsible for providing the services identified in the plan.

Number of clients served: 7,707 individuals with developmental disabilities and their families.

## **Adult and Family Services**

Adult and Family Services (AFS) provides public assistance to persons in need and assists adults in obtaining and retaining employment. With this assistance, aged, blind and disabled adults; children; and other adults without adequate incomes are able to meet basic needs. Unemployed or underemployed adults are provided services to assist them in supporting themselves. Families are able to access affordable, quality child care in a licensed home or facility of their choice through the Child Care Subsidy Program. Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP) are administered through this program.

Number of clients served: 1,000,000 families and individuals with low or no income.

## **Aging Services**

Aging Services provides leadership in issues related to older Oklahomans, develops community-based programs supporting independence and protecting the quality of life of older persons, and promotes citizen involvement in planning and delivery of services. Older Oklahoman citizens are able to live more productively, experience a higher quality of life, and remain in their homes and communities longer.

Number of clients served: ADvantage: 20,751; State Plan Personal Care: 3,788; OAA Title III: 32,608; Adult Day Services: 640

## **Child Care Services**

The mission of Child Care Services is to ensure Oklahoma families have access to licensed, affordable, quality child care. Child Care Services provides parents the opportunity to be self-sufficient, which decreases dependency on services provided by other agencies while contributing to the tax base and providing a positive economic impact.

Number of clients served: 34,722 child care providers, children and families who meet eligibility requirements.

## **Adult Protective Services**

Adult Protective Services (APS) investigates and provides services to protect vulnerable adults from abuse, neglect, self-neglect or exploitation. Investigations assist law enforcement in criminal investigations and prosecution of those who maltreat vulnerable adults. In addition to helping prevent and investigate abuse and neglect, APS helps vulnerable Oklahomans find and obtain services, referring them to other agencies when warranted. APS helps keep vulnerable adults safe in their homes and in residential care.

Number of clients served: 20,264 cases for individuals over 18 who are incapacitated or otherwise unable to provide for his/her own care and custody, manage his or her property and financial affairs, meet essential health requirements, or protect himself or herself from abuse, neglect or exploitation.

## **Child Support Services**

Child Support Services (CSS) programs help families become stronger and more self-sufficient while decreasing reliance on public assistance. The collection and distribution of reliable child support reduces funds spent on welfare, helps children stay in school, and enables children to build stronger relationships when they move into adulthood themselves.

CSS establishes, monitors and enforces reliable child support while encouraging self-sufficiency and strengthening relationships. CSS provides the following services: locating parents, establishing legal fatherhood (paternity), establishing and enforcing fair support orders, and increasing health care coverage for children.

Number of clients served: 200,000 families (including OK residents, tribal members, and families in other states and countries) who need location, paternity, child support and medical support services.

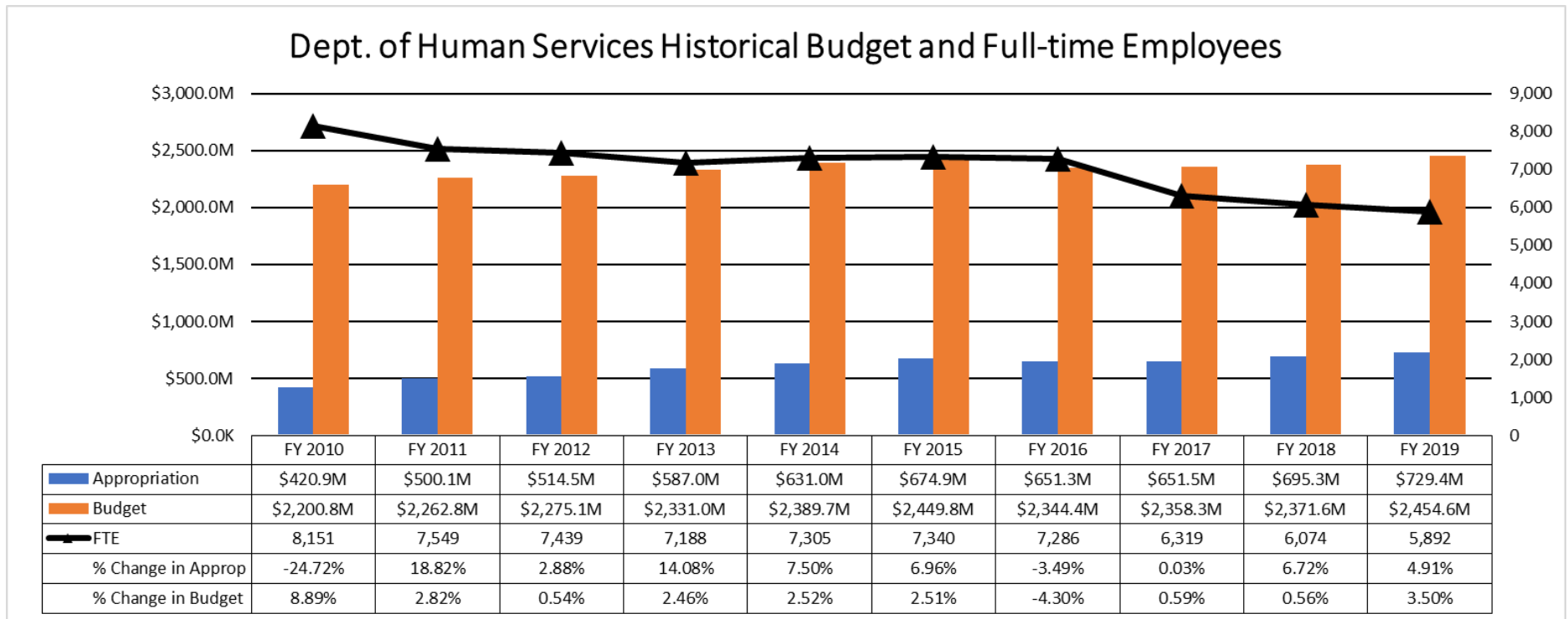
## Department of Human Services Budget by Program

Adult and Family Services	
Services	FY 2019 Budget
Temporary Assistance for Needy Families (TANF) Supplemental Nutrition Assistance Program (SNAP) Medical Assistance Aid to aged, blind and disabled	\$1,293,359,000 % of budget: 53%
Adult Protective Services	
Community Adult Protective Services Homeless and Emergency Services Long-term Care Investigations AIDS Coordination and Information Services	\$10,078,000 % of budget: >1%
Aging Services	
Adult Day Services ADvantage Waiver Long-term Care Ombudsman Program Respite Voucher Program Senior Nutrition Program Transportation Program Senior Corps Program	\$117,930,000 % of budget: 5%
Child Care Services	
Child Care Subsidies Licensing	\$23,309,000 % of budget: 1%
Child Support Services	
Establish and enforce child support orders	\$56,207,000 % of budget: 2%
Child Welfare Services	
Foster Care Adoption	\$554,673,000 % of budget: 23%
Developmental Disabilities Services	
Community and In-home Support Waivers Family Support Assistance Program Group Homes Sheltered Workshop Community Integrated Employment Assisted Living	\$217,952,000 % of budget: 9%

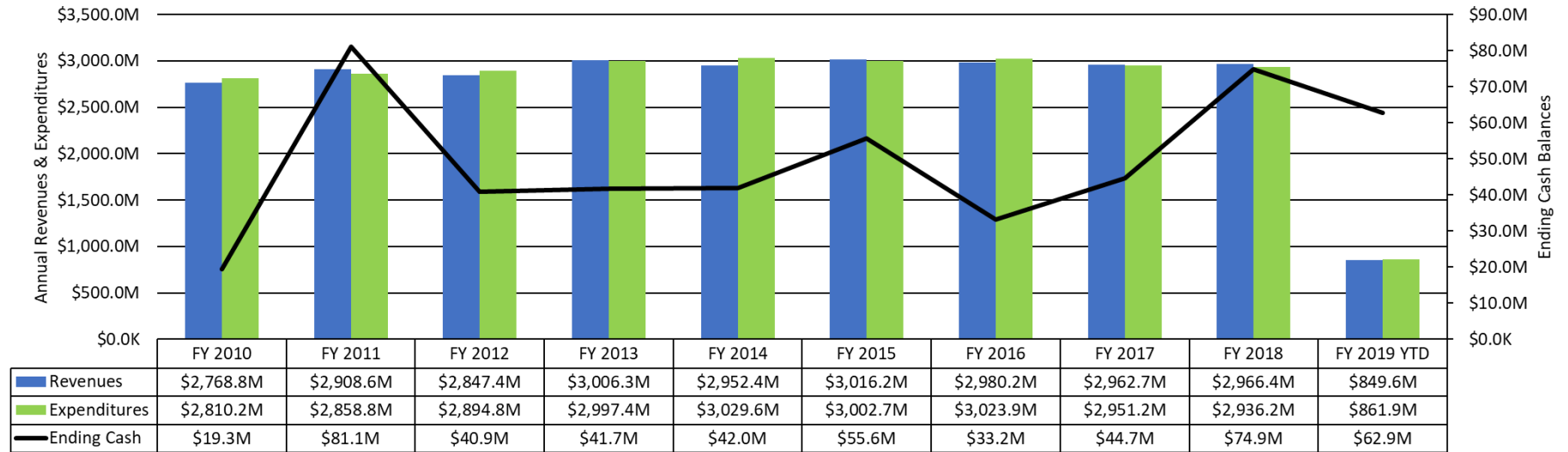
**Note:** Capital spending, administration and data services comprise the remaining 8 percent of the DHS budget.



### III. Budget History



### Dept. of Human Services Revenue, Expenditures and Ending Cash Balance



## IV. Goals and Projects

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### Accomplishments over the past year

- Reduced the number of hours required to process Care & Treatment reimbursements from over 40 hours each month to less than eight hours.
- Reduced agency expenditures for reimbursing personal vehicle mileage.
- Reduced time required to complete the revised Health Monitoring Process by 50 percent.

### Goals for the upcoming year

- Improve the well-being of the people we serve.
- Improve our customers' experience when working with us.
- Help our customers to access community resources.

### Major agency projects

- Continuing to implement innovative solutions.
- Building and maintaining effective internal and external partnerships.
- Providing consistency in the delivery of services across the state.

### Savings and efficiencies

- Consolidated time-keeping duties into one division.
- DHS reduced a two-year backlog of cases in Post Adoption Services by reallocating equipment and improving processes to increase efficiency by 2,200 percent.

## V. Budget Requests

Operating Request		FY 2020 Request	Ongoing?
1	OK Benefits	\$7,500,000	6 yrs
2	Developmental Disabilities waiting list and priority needs	\$3,000,000	Y
3	Developmental Disabilities supported-living increase	\$2,500,000	Y
4	Meeting Federal mandates for Pathfinder retirement	\$2,500,000	Y
5	Expansion of fleet	\$1,750,000	Y
<b>FY 2020 request total:</b>		<b>\$17,250,000</b>	

### 1. OK Benefits

Funding will be used to replace the IT system used in three major programs (Adult and Family Services, Child Support, and Child Welfare). The three programs will use a single enterprise system. Savings and cost-effectiveness improvements resulting from this project include the following:

1. Increase in customer self-service and accompanying ability to shift staff to more productive services (projected productivity increase of \$8.3 million annually when two systems are complete).
2. Reduced maintenance and operating costs of legacy systems (savings in excess of \$8 million annually by FY 2023). When Child Welfare is converted and the mainframe can be decommissioned, savings will exceed \$18 million annually.
3. Reduced staff turnover (10 percent reduction, saving \$4 million annually).
4. Increased child support collections (\$13 million annually).

### 2. Developmental Disabilities waiting list and priority needs

Funds would be used to continue moving eligible individuals with intellectual and developmental disabilities from the waiting list onto Home and Community-Based Waivered Services. This funding would allow DDS to serve persons at the top of the chronological waiting list, persons assessed as meeting a high need for services, and those with less immediate needs for services who are identified as meeting a priority-of-need protocol. The amount requested would allow DHS to serve an additional 300 individuals per year.

Long-term savings will result from providing appropriate services and supports as early as possible in order to avoid unfortunate life events that could lead to institutionalization or costly plans of care. Co-morbidity can be controlled appropriately, allowing for cost-avoidance of high medical procedures, medications or hospitalizations.

### **3. Developmental Disabilities supported living increase**

DDS currently provides a community-based care room and board payment to the 543 remaining members of the Hissom class. Current rates have been in place since 1995. The Hissom "Second Amended Permanent Injunction" directs DHS to "diligently pursue adequate funding for the program, and to regularly analyze rates and pursue increases when necessary." This funding request is to increase the rate approximately 20 percent to the value of the rate in 2007.

### **4. Meeting federal mandates for Pathfinder retirement plans**

Federal funding is unavailable for a portion of employer retirement contributions; the state is responsible for that funding. The IRS also now requires additional programming and background checks for individuals with access to federal tax information.

### **5. Expansion of agency fleet**

Funds would be used to replace aging vehicles and purchase additional vehicles in order to reduce the reimbursement costs associated with staff travel in personal vehicles. Each purchased vehicle would reach the investment break-even point at an estimated three years.

# Sources

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This document was prepared by the Office of Management and Enterprise Services.

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- *Agencies, Boards and Commissions*, Oklahoma Department of Libraries.
- Budget request, agency information and strategic planning documents submitted by the agency to OMES.
- Official agency websites.
- Budget and financial data from the state's financial system of record.

For further information, please contact the Office of Management and Enterprise Services at 405-521-2141.



# **Transition Document: Department of Corrections**

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# I. Agency Information

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## History and function

Prior to 1908, Oklahoma sent prisoners to the Kansas Penitentiary in Lansing, Kansas. After a disputed report on the conditions in the Kansas Penitentiary, Oklahoma opened an institution in the former federal jail in McAlester. On January 10, 1967, Oklahoma created a new state Department of Corrections, consisting of a State Board of Corrections, State Director of Corrections, and three divisions: a Division of Institutions, a Division of Probation and Parole, and a Division of Inspection. DOC is responsible for the administration of the state prison system. It has its headquarters in Oklahoma City.

Website: [www.dps.state.ok.us](http://www.dps.state.ok.us)

Main phone: 405-425-2424

Enacting legislation: 57 O.S. § 505

## Mission

The core mission of the Oklahoma Department of Corrections is to protect the public and increase public safety, promote a safe working environment for the staff and to encourage positive change in offender behavior by promoting successful reentry and rehabilitation programs.

## Governance and administration

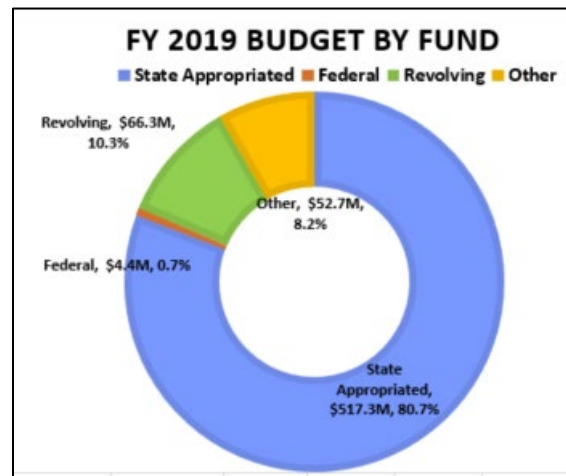
The Department of Corrections is governed by the seven-member Board of Corrections. All members are appointed by the governor of Oklahoma, with the approval of the Oklahoma Senate, to serve six-year terms. Each of Oklahoma's five congressional districts is represented by at least one member on the board, with the remaining two members being appointed from the state at-large. No more than four members of the board may be from any one political party. The board is responsible for setting the policies of the department, approving the annual budget request, and for appointing the director of Corrections. The director, who serves at the pleasure of the board, is the chief executive of the department. The current director of Corrections is Joe Allbaugh. He was appointed as the interim director of the Oklahoma Department of Corrections by the state Board of Corrections, effective January 11, 2016. His current salary is \$185,000.

Name	Appointed by Governor	Confirmed by Senate	Term Ends	Congressional District
Frank X. "Frazier" Henke*	12/3/2013	4/10/2014	3/15/2019	1
Ernest E. "Gene" Haynes	3/11/2013	3/26/2013	3/15/2019	2
Dianne B. Owens	3/12/2018	4/10/2018	3/15/2021	4
Adam Luck	1/12/2016	3/8/2016	3/15/2021	5
Michael W. Roach	12/7/2016	4/10/2017	3/15/2023	3
John "Todd" Holder**	10/13/2016	4/10/2017	3/15/2023	At Large
Kevin J. Gross	10/13/2016	2/16/2017	3/15/2023	At Large

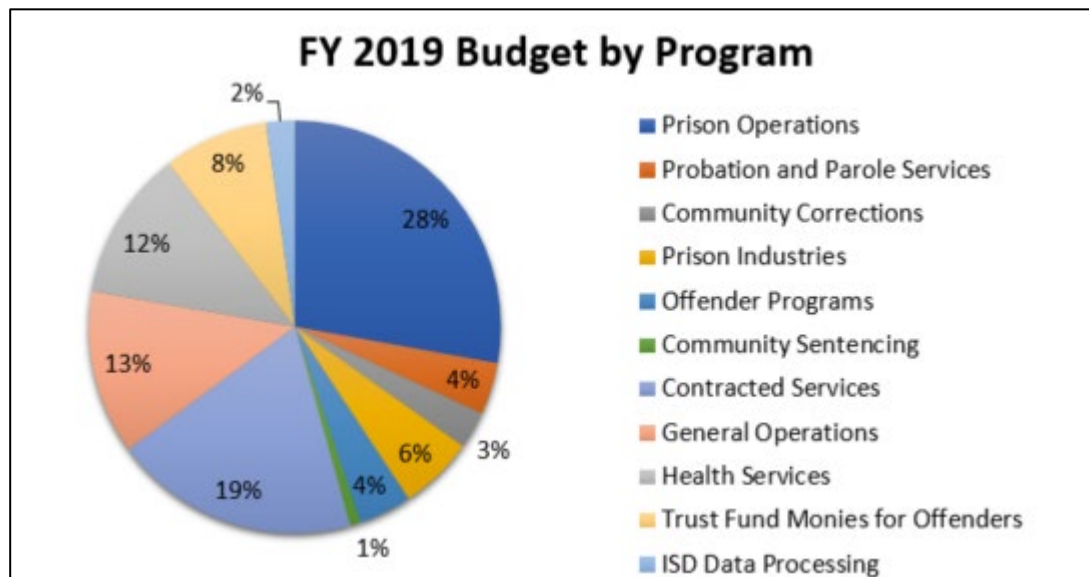


## FY 2019 budget summary

FY 2018 FTE <b>4730.1</b>	FY 2019 Total Budget <b>\$640.6M</b>
FY 2019 Appropriation <b>\$517.3M</b>	FY 2018-19 Appropriations <b>7.13%</b>



## II. Programs



### Prison operations

This program comprises 17 institutional facilities maintaining security levels ranging from minimum, medium and maximum. Also included in the maximum category is death row. The facilities are organized under one associate director.

### Contracted services

This program primarily provides contracted medium security beds for inmates. This also includes inmates contracted to stay at county jails under long-term or backup conditions and reintegration at halfway houses.

## **Community corrections**

Community corrections involves eight community correctional centers and 15 work centers. This involves the reintegration of offenders in the community prior to the completion of their sentences. Inmates are involved in public works and work release.

## **Probation and parole services**

P&P services involve former inmates who are monitored for a specified period of time. These clients are monitored by six district offices located throughout the state. Monitoring evaluates the client's ability to conform to the conditions imposed.

## **Community sentencing**

Community sentencing deals with offenders that remain at community level and are not placed in an institutional environment. This program is designed to keep less serious offenders out of institutions to allow more beds for more serious offenders.

## **Health services**

This program provides medical treatment for offenders. It includes direct medical care with the department's medical staff and indirect care through specialists and hospitals when necessary treatment through other sources is needed by offenders.

## **Offender Programs**

This program involves the education and treatment of offenders. Offenders are provided the ability to obtain a GED certificate and receive treatment for alcohol and substance abuse. Included in this program is federal funding for violent offenders.

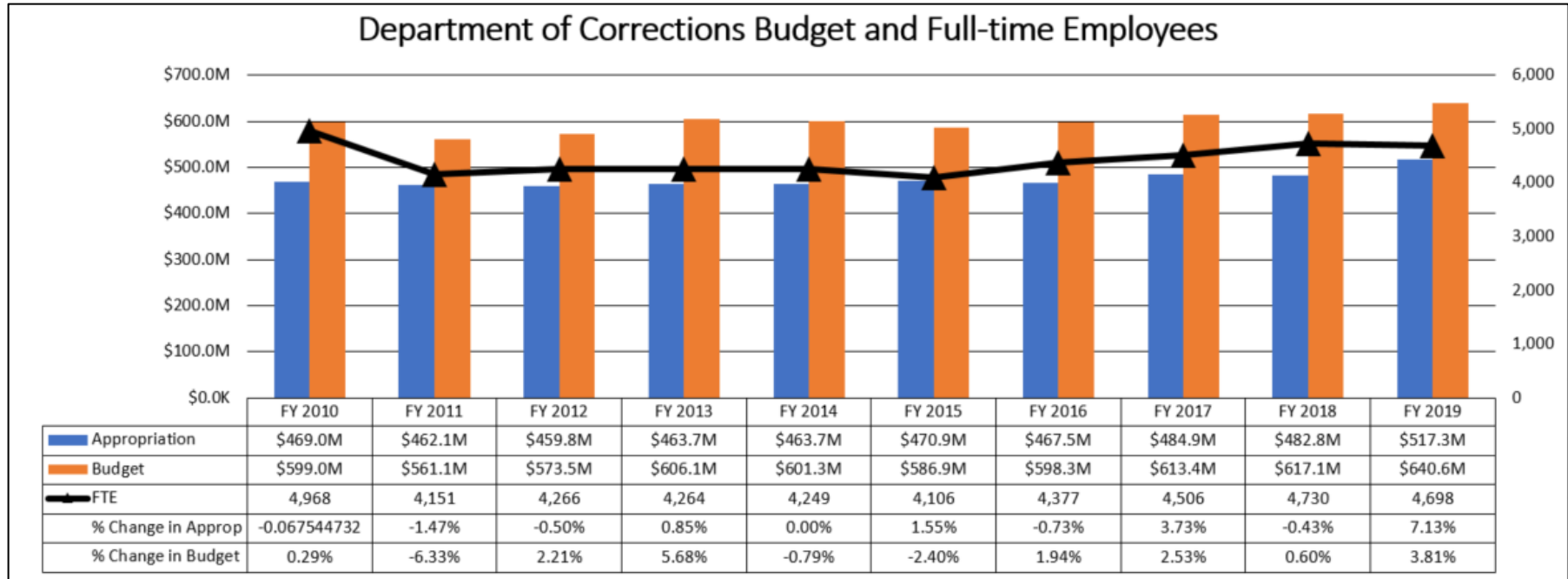
## **Prison industries**

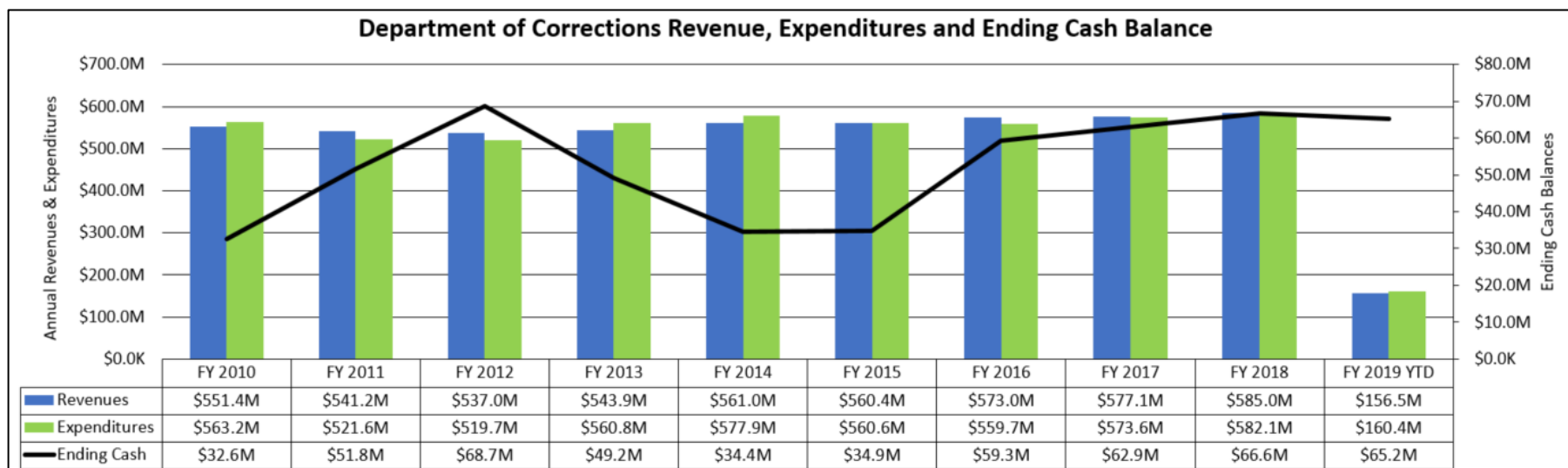
This program provides industrial operations in agriculture and manufacturing. It facilitates offender programs by allowing offenders to work in areas that provide services for the department as well as provide supervision for offenders.

## **General operations**

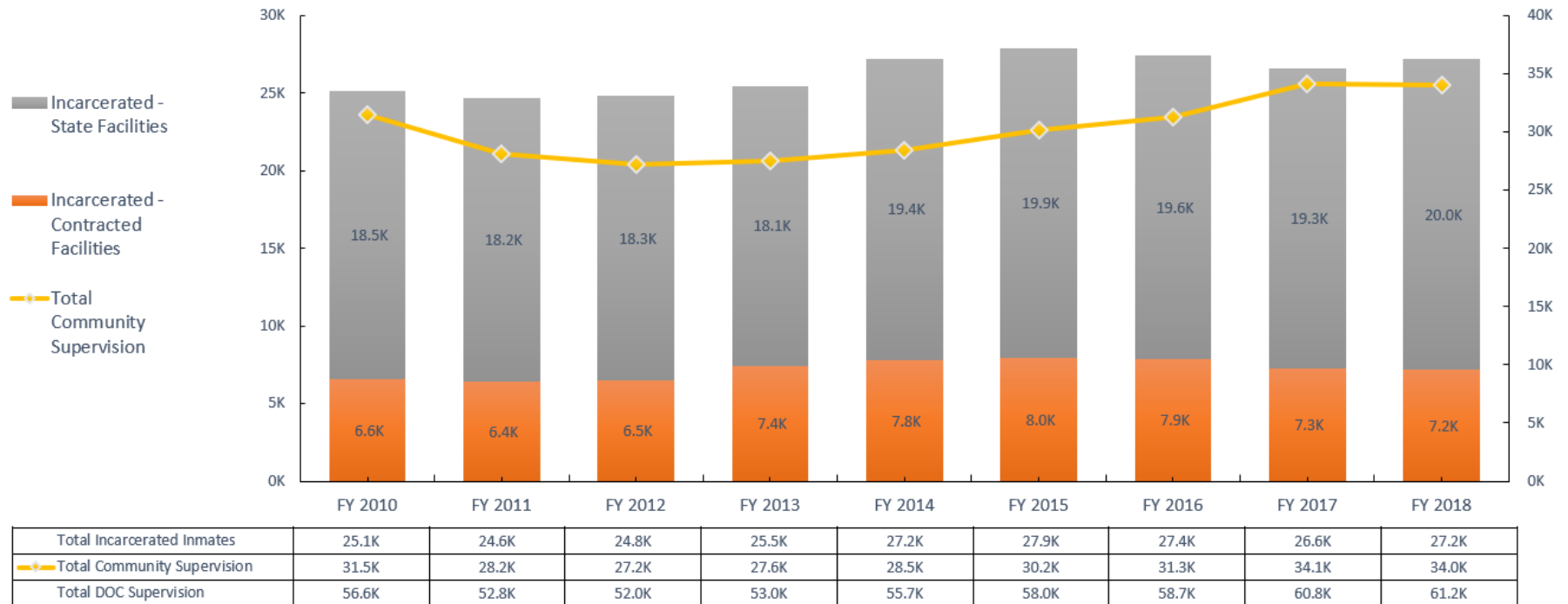
This program has no personnel and contains the funding needed to pay debt service, workers' compensation, Soonerflex and Office of Management and Enterprise Services personnel support.

### III. Budget History





## Offender Population



## **IV. List of Facilities**

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### **State Institutions**

- Charles E. "Bill" Johnson Correctional Center
- Clara Waters Community Corrections Center
- Dick Conner Correctional Center
- Dr. Eddie Warrior Correctional Center
- Enid Community Corrections Center
- Howard McLeod Correctional Center
- Jackie Brannon Correctional Center
- James Crabtree Correctional Center
- Jess Dunn Correctional Center
- Jim E. Hamilton Correctional Center
- John H. Lilley Correctional Center
- Joseph Harp Correctional Center
- Kate Barnard Correctional Center
- Lawton Community Corrections Center
- Lexington Assessment and Reception Center
- Mabel Bassett Correctional Center
- Mack Alford Correctional Center
- Northeast Oklahoma Correctional Center
- North Fork Correctional Center
- Oklahoma State Penitentiary
- Oklahoma State Reformatory
- Oklahoma City Community Corrections Center
- Union City Community Corrections Center
- William S. Key Correctional Center

### **Private Facilities**

- Cimarron Correctional Facility
- Davis Correctional Facility
- Lawton Correctional Facility

## V. Goals and Projects

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### Accomplishments over the past year

- Facility maintenance, repair and security enhancements.
- Implementation of cloud-based UpKeep maintenance management software to streamline and reduce man hours spent on processing maintenance work orders.
- Inducted Smartsheet into the office to plan, capture, manage, automate and report on the agency's projects, both routine and major. This system is currently being utilized to track such projects as the \$116M bond proposal; fiscal asset management; emergency generators; cellular device disposal, etc. Users are added to the sheet as required by the project and given the ability to update their task(s) on the spreadsheet.
- Implemented the use of Wrike, which is online software that provides full visibility and control over daily workload tasks and special projects not rising to the level of major projects utilizing Smartsheet. Wrike replaced Wunderlist, which had become obsolete.
- In partnership with the Department of Mental Health and Substance Abuse Services, developed an electronic purchase request system, Internal Purchase Request (IPR), to increase efficiency in processing and tracking of purchases within the agency.
- Implementation of Learning Management System (LMS) to agency employees.
- Conducted retirement service credit audits, enabling early detection of incorrect entries and significantly reducing the amount invoiced by OPERS for unpaid service credit.
- Converted approximately 6,000 active sex offender records from paper to electronic files. As of July 2018, all active sex offenders have electronic files.
- Implemented data collection involving inmate hospitalizations and medical transports.
- Expanded substance abuse treatment services at James Crabtree Correctional Center and Dick Conner Correctional Center. Additionally, increased treatment dosage hours from nine to 12 hours weekly with the help of direct service contracts.
- Expanded The Step-Down Program from 10 in FY 17 to 40 in FY 18. Graduates increased from 5 in FY 17 to 18 in FY 18. The Step-Down Program provides inmates housed in maximum security a safe and secure way to earn their return to a lower custody level.
- Volunteer Services trained 737 new volunteers, renewed and provided refresher training to 442 current volunteers.
- Implemented additional career and technical training at: North Fork Correctional Center (Career Readiness, Construction and Building Maintenance Technology), Jackie Brannon Correctional Center (Basic Manufacturing Principals) and Bill Johnson Correctional Center (Construction).
- Program Completions: education 2,730; substance abuse treatment (SAT) 1,065; cognitive behavioral programming to address criminogenic needs 4,410; career technology 1,116; re-entry programming 4,017.
- Population Office scheduled 16,412 inmate transfers, implemented data collection involving inmate hospitalizations and medical transports; Medical Security Unit provided security for 1,499 hospitalizations, with the average length of stay being 5.71days; Central Transportation Unit

transported 22,422 inmates for a total of 703,387 miles; and LARC received 8,797 males and MBARC 1,980 females for a total of 10,777 inmates received.

- Security Threats and Intelligence produced 255 Intelligence Notes, with 239 internal requests completed, 224 requests for information completed, and 242 contraband cellular telephones exploitations.
- The Investigation Unit completed 253 investigations, presenting 60 cases for prosecution; ODOC facilities and halfway houses across the state reported 205 escapes/walkaways and 56 additional offenders who chose to abscond parole supervision. During this same time period, fugitive agents made 199 arrests from this list.
- The agency replaced old proprietary AED machines with new machines that utilize off the shelf batteries and ECG pads; stopped renting long-term use durable medical equipment and began purchasing the equipment; standardized routine medical supplies for use in facilities, such as canes, wheelchairs and rollators, to reduce costs and improve transferability between facilities; negotiated air ambulance claims to an average of 43 percent savings per claim; required private prisons to reimburse DOC for HIV meds that are returned for credit; and negotiated rates for contract, on-site digital x-ray provider to 25 percent less than the Oklahoma Medicare Fee Schedule.
- Oklahoma Correctional Industries (OCI) added a new farm unit at the Washita Valley Complex (WVC) in Pauls Valley that encompasses 597 acres, 65 of which are facility grounds and 532 are pasture being utilized to graze 137 head of cattle; repurposed the woodshop at MACC for the garment operation to expand, revamped the chemical business at JLCC, and converted the garment factory at OSR to warehouse space.

## Goals for the upcoming year

- Staging and planning of replacement of the Offender Management System through Microsoft.
- Implementation of an inventory management system.
- Facilitate the solicitation process for a comprehensive system designed to meet the communication needs of the inmate population through technology solutions that include functions such as email, trust fund, canteen purchases, requests to staff, and other inmate services.
- Add exterior networked security cameras to Lindsay Hospital that are controlled and managed by ODOC personnel.
- Expand cognitive behavioral programs addressing criminal thinking, pro-social peer associates and anger management.
- Increase inmate-participants for current SAT programs located at Clara Waters Community Corrections Center, Dick Conner Correctional Center, Jackie Brannon Correctional Center, James Crabtree Correctional Center, John Lilley Correctional Center, Jim Hamilton Correctional Center and Oklahoma State Reformatory.
- Implement two new SAT programs.
- Implement CareerTech assessments at the reception centers.
- Partner with Metrotech to add a welding program at Clara Waters Correctional Center.
- Develop a formalized plan for the validation of gang members and associates during intake at LARC and continue to increase the number of STG validations.
- Implement M5 Fleet Focus Preventive Maintenance Software to the centralized fleet.



## Major Agency Projects

- Offender Management System replacement.
- Laser Fiche for onboarding and offboarding of employees.
- Agency fixed asset inventory application.
- Telemedicine upgrade.
- 100 Computers for use agency wide.
- Physical security-camera modernization.
- Upgrade of fence intrusion alarm systems.
- In 2018, via B1590, the agency was authorized to issue up to \$116,500,000 for the funding of deferred maintenance projects at various DOC facilities. Interest may be capitalized for up to one year and the final maturity must be no more than 20 years from first maturity date.

## Savings and efficiencies

- The Department of Mental Health and Substance Abuse Services and ODOC worked together to develop an electronic Internal Purchase Request routing application that the agency has implemented, resulting in a streamlined, expedient approval process and effective tracking system.
- Continue to implement paperless systems in reporting audit and inspection findings.
- Audits of employees' service credits resulted in savings by reducing the amount of underpayments of agency retirement contributions.
- Partnered with the Oklahoma Department of Mental Health and Substance Abuse Services to provide re-entry services to inmates with severe mental illness.
- Worked with the Oklahoma Health Care Authority to determine Medicaid eligibility for inmates who meet Medicaid criteria when hospitalized. During FY 2018, ODOC saved approximately \$4,778,310 on hospitalization costs on Medicaid-eligible inmates.
- New bio-hazardous waste disposal contract began July 1, 2018, which should result in a substantial annual savings.
- Switched to the new statewide contract for medical gasses on July 1, 2018. This should result in an annualized cost savings.
- Negotiated air ambulance claims to an average of 43 percent savings per claim.
- Negotiated rates for contract, on-site digital x-ray provider to 25 percent less than the Oklahoma Medicare Fee Schedule.
- Solicitation for new 10-year laboratory services contract resulted in substantial annual savings.

## VI. Budget Requests

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Operating Request		FY 2020 Request	Ongoing?
1	Salary adjustments and additional staff	\$18,489,805	y
2	Debt service	\$7,187,361	Y
3	Facility maintenance/repair	\$31,913,879	N
4	Programs	\$3,336,422	Y
5	Information technology and physical security	\$8,865,211	Y
6	Additional operational needs	\$699,499	N
7	Total fleet vehicles and maintenance	\$1,700,000	N
8	Additional 5,200 beds – system-wide	\$884,000,000	N
9	Inmate health services	\$98,646,938	Y
<b><i>FY 2020 Request Total:</i></b>		<b>\$1,572,094,618</b>	

### 1. Salary adjustments and additional staff

A salary adjustment and salary increase is desperately needed to recruit and retain staff. Competitive pay adjustment for Health Services will allow the agency to fill vacant positions, reduce turn over, and reduce/eliminate temporary staffing services. Additional staff is needed to support operational growth.

### 2. Debt service

SB 1590 – It is the intent of the Legislature to appropriate to the Oklahoma Department of Corrections sufficient monies to make debt service payments for the purpose of retiring the obligations created with debt retirement payments.

### 3. Facility maintenance/repair/critical needs

Aging and deteriorating infrastructure and systems at all facilities continue to intensify and adversely impact security and operations.

## **4. Programs**

The additional staffing and resources will teach inmates the skills they will need when released from incarceration.

## **5. Information technology and physical security**

Additional funding is needed to improve the agency's operational performance. This includes replacement of offender management system, upgrading of computers and continuing efforts to improve core IT systems and equipment across the agency. HB 3706 provided year one funding of a five-year project to begin implementation of a new offender management system.

## **6. Additional operational needs**

Increased training for leadership development, expansion of training facilities, curriculums and support staff for employee development. The passing of HB 2631 will allow the agency the opportunity to create its own firearms instructors and not rely on outside training sources thus reducing cost to agency. Assessment & Reception: these items are being requested to maintain operations within the inmate population and reception areas as well as continued compliance for the auditing unit.

## **7. Fleet vehicles and maintenance**

The agency is requesting funding to replace high mileage vehicles that are not cost effective to maintain. Increase based on continuing need to expend facilities funds for fleet preventative maintenance needs, along with implementation of a replacement schedule for vehicles associated with core functions such as inmate transports and emergency response.

## **8. Additional 5,200 beds – system-wide**

Increased funding is needed to manage growth through construction of an additional 5,200 beds.

## **9. Inmate health services**

Additional funding is necessary to maintain standards of health care while contending with rising medical costs, care of the aging population, and increasing medical and mental health treatment needs.

# Sources

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This document was prepared by the Office of Management and Enterprise Services.

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For further information, please contact the Office of Management and Enterprise Services at 405-521-2141.



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# **Transition Document: Oklahoma Department of Mental Health**

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<b>Oklahoma Department of Mental Health</b>
<b>and Substance Abuse Services</b>

# I. Agency Information

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## History and function

The Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) was established through the Mental Health Law of 1953, although services to Oklahomans with mental illness date back to early statehood. The department is responsible, through contract and direct operations, for mental health and substance abuse prevention and treatment services statewide. In addition, the department is responsible for the establishment of rules regulating all substance abuse treatment programs and related services in Oklahoma, ADSAC certification and related functions, as well as rules that regulate residential care and community mental health treatment programs. The department also oversees and manages the behavioral health component of Oklahoma's Medicaid program.

Website: [www.odmhsas.org](http://www.odmhsas.org)

Main phone: 405-248-9200

Enacting legislation: 43A O.S. § 2-101

## Mission

The mission of ODMHSAS is to provide services to Oklahomans who are affected by mental illness and substance abuse, prevent economic loss and homelessness, restore well-being and productivity and maintain close nurturing families.

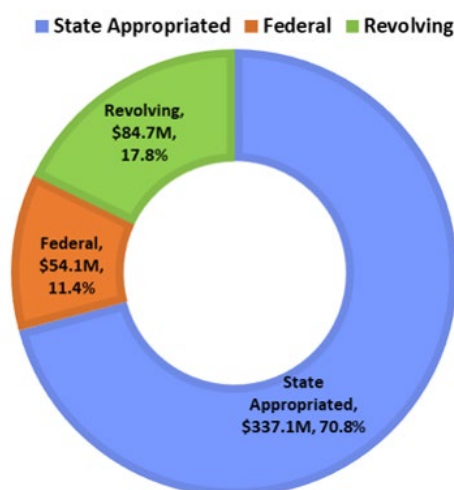
## Governance and administration

The ODMHSAS governing board is an 11-member body appointed by the governor and confirmed by the Oklahoma Senate. Terri White, appointed by the board, has served as ODMHSAS's commissioner since 2007. Her annual salary as commissioner is \$173,318.

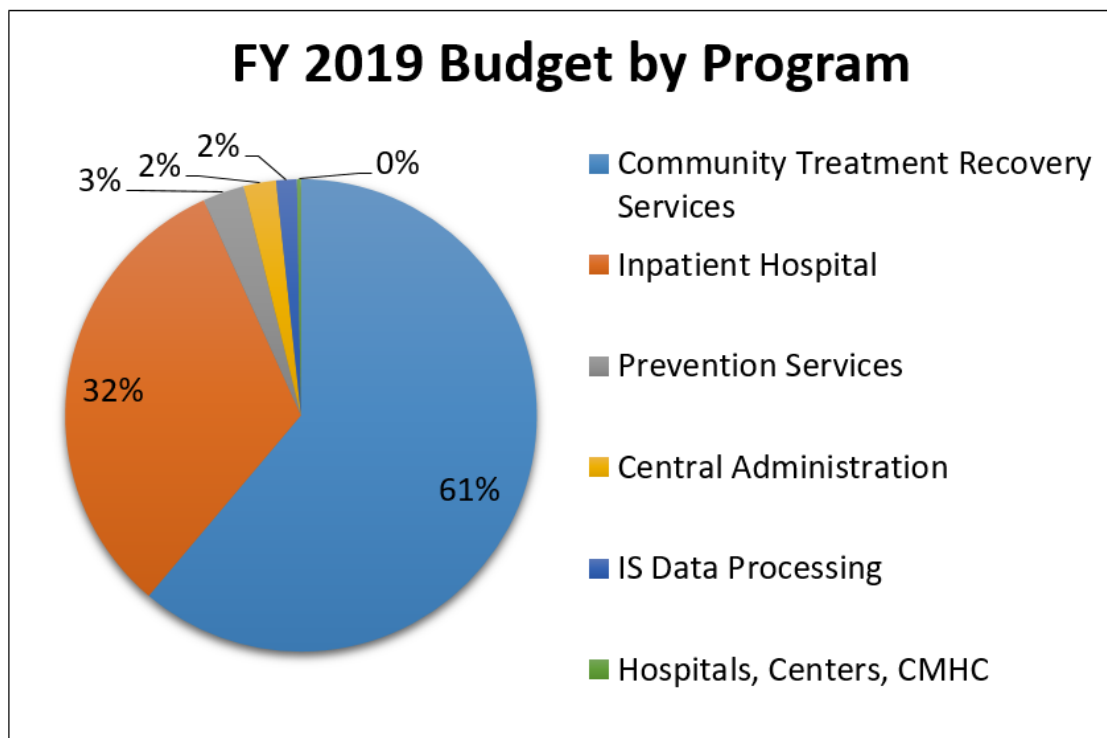
## FY 2019 budget summary

FY 2018 FTE <b>1,623.7</b>	FY 2019 Total Budget <b>\$477.8M</b>
FY 2019 Appropriation <b>\$337.1M</b>	FY 2018-19 Appropriations <b>3.46%</b>

**FY 2019 BUDGET BY FUND**



## II. Programs



### Community Treatment Recovery Service

- Community mental health centers
- Outpatient and residential substance abuse services
- Crisis and inpatient psychiatric care
- Drug courts and mental health courts
- PACT services
- Systems of care
- Gambling outreach and addiction services

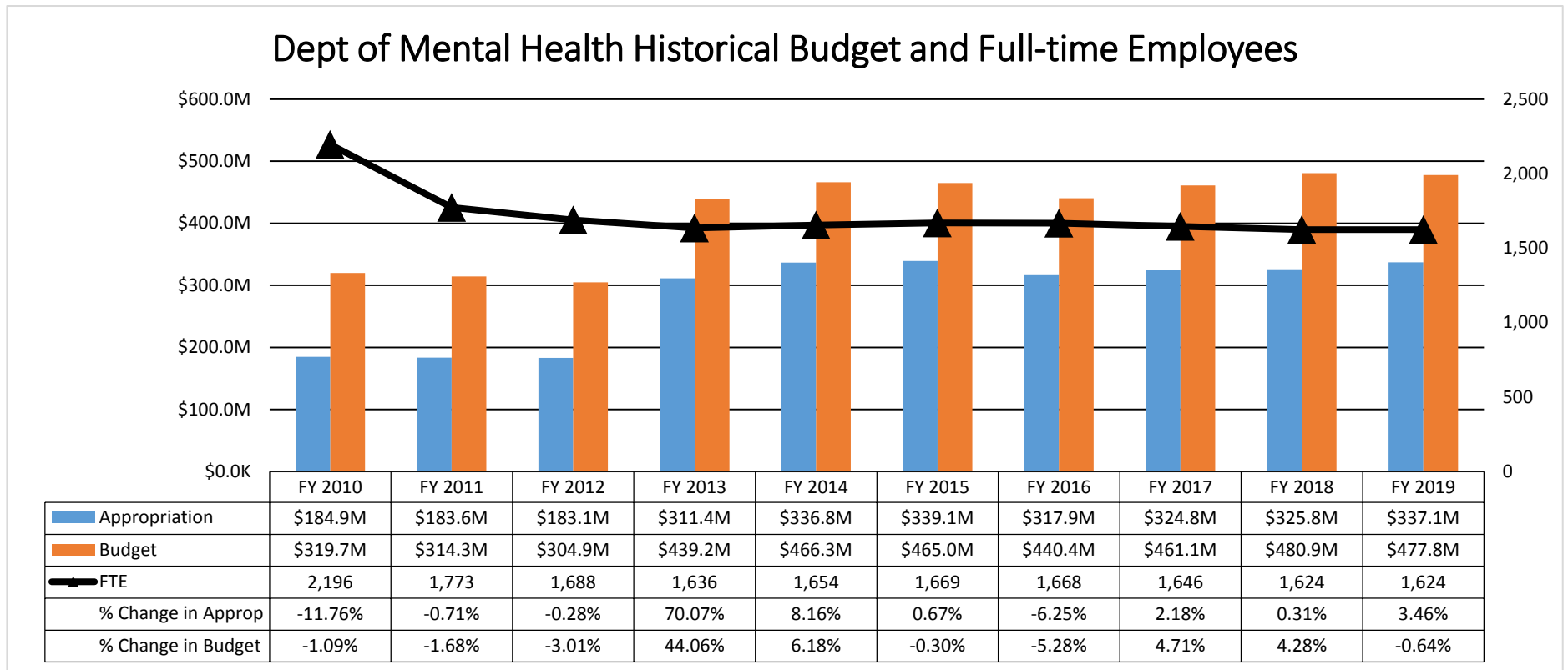
### Prevention services

- Regional prevention coordinators
- Underage drinking prevention initiatives
- Prescription drug abuse prevention and treatment initiatives
- Synar (illegal tobacco sales to minors) Compliance

### Behavioral Health Medicaid Program

- Pre-authorization
- Reimbursement
- Policy and rules

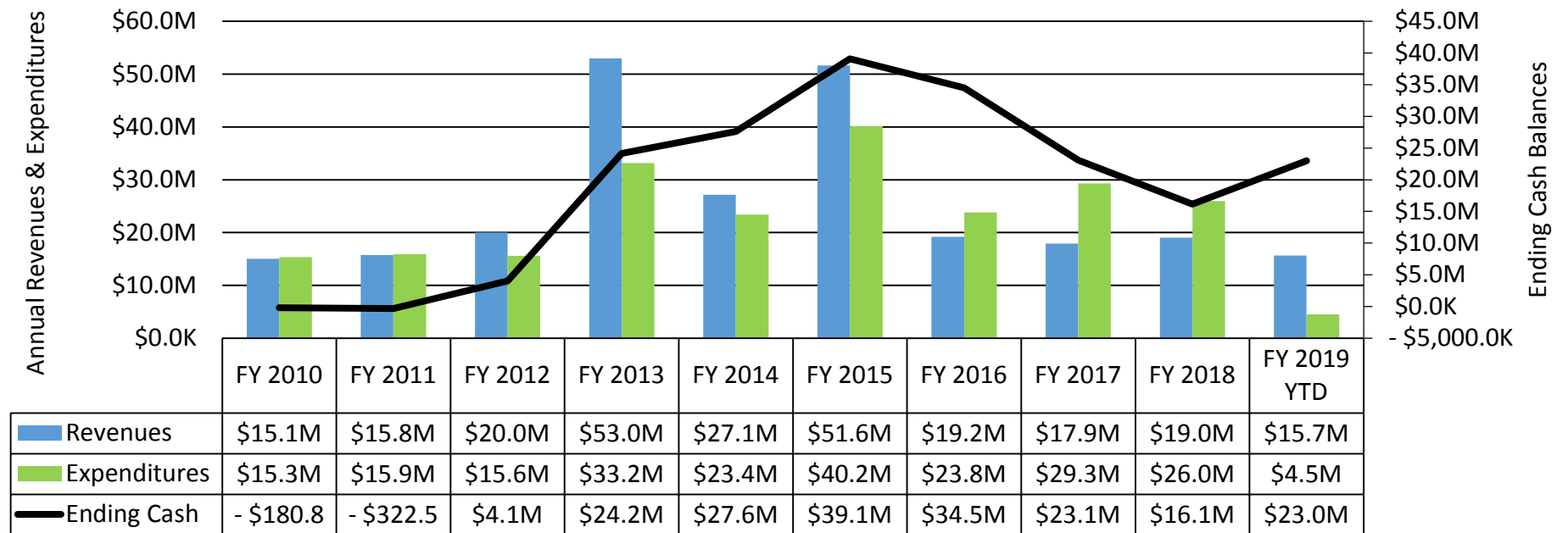
### III. Budget History



During the FY 2012 legislative session, responsibility for the behavioral health portion of Medicaid was shifted from the Oklahoma Health Care Authority to ODMHSAS, which caused the FY 2013 appropriation increase.



## Department of Mental Health Revenue, Expenditures and Ending Cash Balance



## IV. Goals and Projects

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### Accomplishments over the past year

- ODMHSAS maintained a minimal or consistent low administrative cost rate of less than 3 percent. ODMHSAS took a proactive approach to modernize agency practices, increase efficiencies and create a system for continuous improvement in the services provided to all Oklahomans.
- ODMHSAS maintained a minimal and consistent low behavioral health Medicaid growth rate of less than 3 percent. During the FY 2012 legislative session, responsibility for the behavioral health portion of Medicaid was shifted from the Oklahoma Health Care Authority to ODMHSAS which resulted in incredible savings to the state. Annual Medicaid growth prior to the transfer was at 14 percent, a rate that has been slashed by more than 90 percent. In FY 2014, ODMHSAS reduced program growth to 7 percent. In FY 2015, that number fell further to 5.4 percent. In FY 2016, growth was held below 3 percent. In both FY 2017 and FY 2018, growth was again held to less than 3 percent. Had Medicaid growth continued at the annual 14 percent rate, the FY 2018 state share would have been in excess of \$348.9 million. Under ODMHSAS administration, state share was only \$149 million (a cost avoidance of almost \$200 million in FY 2018 alone). The growth rate in the current fiscal year is targeted to be below 3 percent and the agency is focused on maintaining that rate under 3 percent in FY 2020.
- ODMHSAS reduced waits for residential treatment. Through award of competitive federal grant funds and modernized/evidence-based practices, ODMHSAS has reduced the statewide waiting list for residential substance abuse services from between 600-800 Oklahomans on any given day to just fewer than 500 Oklahomans. In addition, ODMHSAS has reduced waiting time for the highest priority populations to approximately two weeks, with other populations waiting less than three months to access a residential substance abuse bed. ODMHSAS treatment outcomes are among the best in the nation. This was accomplished with no additional cost to the state appropriations.
- ODMHSAS initiated children's mobile response and stabilization system. The purpose of the initiative is to provide rapid, community-based mobile crisis intervention services for children, youth and young adults up to the age of 25 who are experiencing behavioral health or psychiatric emergencies. As part of this effort, the department established a statewide toll-free hotline to receive calls from families experiencing crisis, with establishment of county specific crisis response teams. These teams can provide mobile, on-site, face-to-face response within one hour of receipt of referral. This can be changed to a 24-hour time window at the request of the involved family. Follow-up service will last up to 72 hours, until the involved youth is stable, or up to 8 weeks if the youth is transferred to another level of care.
- ODMHSAS dedicated to the comprehensive opioid prevention and treatment. In 2016, there were 759 unintentional poisoning deaths in Oklahoma, and 64 percent involved an opioid. ODMHSAS is undertaking a comprehensive effort to address the state's opioid crisis, implementing community outreach efforts, community-based prevention and access to targeted treatment services statewide. Public outreach efforts have resulted in over 11,000 visits to a prevention and treatment web site, and nearly 5.9 million views of social media and mobile messaging posts, online messaging and television public service announcements. In the past year, approximately 2,500 Oklahomans have accessed medication assisted treatment for opioid addiction. The effort is primarily funded through a federal grant.

- ODMHSAS committed to statewide suicide prevention. Oklahoma ranks 7th nationally in terms of suicide rate (American Foundation for Suicide Prevention). In 2016, 822 Oklahomans died by suicide. The department works continuously to address the state's high suicide rate. ODMHSAS has partnered with education, primary care and community groups to address this issue, raise awareness and implement initiatives targeting the reduction of these preventable deaths. Over 3,000 Oklahoma educators in 43 counties were trained in suicide prevention during the 2017-18 school year. The department has trained over 15,000 school personnel since 2011.
- ODMHSAS identified the high end users. By examining treatment data, ODMHSAS was able to identify high end system users with multiple admissions over the past year to inpatient, crisis care and residential substance use treatment services. These individuals were primarily homeless (82 percent), predominately have a serious mental illness (psychotic disorder) and most have co-occurring mental health and substance use issues. These users receive a significantly higher number of the most intensive, costly services in the system compared to other users. The department developed a plan to intervene and assigned appropriate Community Mental Health Centers (CMHC) to engage, manage and track treatment services for these identified individuals with a goals of improving outcomes and reducing cost. This effort allowed for earlier identification of potential issues, earlier engagement in appropriate services and a corresponding reduction in high-end services. There was a 50 percent reduction in higher-end services used, along with a 48 percent decrease in homelessness. This effort is saving lives and tax dollars.

## Goals for the upcoming year

- ODMHSAS will seek funding to maintain existing programs and service delivery levels.
- ODMHSAS will seek funding to implement the ODMHSAS Smart on Crime initiative that includes proven programs to effectively divert non-violent individuals with mental illness and/or addiction from the criminal justice system.
- ODMHSAS will ask for funding to fully implement the Labor Commissioner Mark Costello Act.
- ODMHSAS will direct resources to high need populations for the implementation of alcohol dependence treatment and prevention resulting from SQ 792 and SB 383 (authorized the sale of beer and wine in licensed retail stores).
- ODMHSAS will direct resources to high need populations for the implementation of marijuana treatment and prevention resulting from SQ 788 (medical marijuana legalization initiative).
- ODMHSAS will seek funding to implement best suicide prevention strategies, focusing on service members, veterans and their families along with other high risk populations such as Native Americans and transition age youth between the age of 16 and 24.
- ODMHSAS will direct resources to high need communities for the implementation of community- and school-based prevention services, target overdose prevention communication and outreach and continue medical education.

## Major agency projects

- ODMHSAS's drug court program continues to show significantly better outcomes regarding incarceration, 7.9 percent for graduates compared to 23.4 percent for released inmates and to demonstrate other successful outcomes at the community level.
- ODMHSAS is finalizing a plan that will target 16 counties to begin operation and to expand the existing mental health courts. Although ODMHSAS received an additional \$1 million appropriation to support expansion of the specialty courts that will provide approximately 185 additional treatment court slots per year, this will not fully fund the statewide need.

- ODMHSAS is working with local criminal justice partners to begin the county jail-based screenings which will save diversion program resources and avoid duplicative assessment processes. ODMHSAS received an additional \$4 million appropriation in FY 2019 to have statewide risk/needs assessments for felony cases. It is estimated this will fully fund the screening program statewide for felony defendants only.
- ODMHSAS is working to establish a statewide electronic wait list to be utilized by all network providers and a standard assessment tool to be used, and created a prioritization for treatment need and levels.
- ODMHSAS continues to utilize screening, brief intervention, and a referral to treatment (SBIRT) tool to identify substance abuse problems early and help people to understand the consequences of substance abuse or misuse, and the corresponding impact on health and lives.
- ODMHSAS is undertaking a comprehensive effort to address the state's opioid crisis, implementing community outreach efforts, community-based prevention and access to targeted treatment services.
- ODMHSA works with schools throughout the state to provide, at no cost to the schools, a district-wide prevention needs assessment.
- ODMHSAS continues to partner with OSU Center for Health Sciences (OSUCHS) to provide specialty care to more people in rural and underserved communities.

## **Savings and efficiencies**

- ODMHSAS has taken a proactive approach to modernize agency practices, increase efficiencies and create a system for continuous improvement in the services provided to all Oklahomans. As part of this, ODMHSAS has aggressively worked to maintain a significantly reduced administrative cost rate of less than 3 percent.
- During the FY 12 legislative session, responsibility for the behavioral health portion of Medicaid was shifted from the Oklahoma Health Care Authority to ODMHSAS. The shift of behavioral health Medicaid responsibilities has resulted in incredible savings to the state. Annual Medicaid growth prior to the transfer was at 14 percent, a rate that has been slashed by more than 90 percent.
- Over 2/3 of community mental health centers and over 90 percent of substance abuse services are delivered through private organizations. The ODMHSAS considers cost-effectiveness to be a core responsibility to the Oklahoma taxpayer and routinely evaluates every facility and contract to obtain the best possible services for Oklahoma.
- By examining treatment data, ODMHSAS has been able to identify high end system users with multiple admissions over the past year to inpatient, crisis care and residential substance use treatment services.

## V. Budget Requests

Operating Request		FY 2020 Request	Ongoing?
1	Maintain existing programs	\$14,374,526	Y
2	Alcohol dependence treatment and prevention	\$37,817,372	Y
3	Marijuana treatment and prevention costs	\$3,513,989	Y
4	Smart on Crime	\$91,610,000	Y
5	AOT – full implementation of the Labor Commissioner Mark Costello Act	\$12,600,179	Y
6	Saving Lives and Families through Suicide Prevention	\$450,000	Y
7	Prescription Drug Abuse Prevention	\$500,000	Y
<b><i>FY 2020 request total:</i></b>		\$160,866,066	

### 1. Maintain existing programs

This request provides avoidance of negative outcomes that accompany loss of services and to avoid cuts to services and service eligibility.

### 2. Alcohol dependence treatment and prevention

This funding change will allow ODMHSAS to direct resources to high need populations for the implementation of best practice community-, school-, university- and healthcare-based prevention and treatment services.

### 3. Marijuana treatment and prevention costs

This funding change will allow ODMHSAS to direct resources to high need populations for the implementation of best practice community and school-based prevention services and to provide cannabis use disorder treatment services.

### 4. Smart on Crime initiative

This request is to implement the ODMHSAS Smart on Crime initiative that includes proven programs to effectively divert non-violent individuals with mental illness and/or addiction from the criminal justice system.

### 5. AOT – full implementation of the Labor Commissioner Mark Costello Act

This funding change would provide funding to fully implement the Labor Commissioner Mark Costello Act.

## **6. Saving Lives and Families through Suicide Prevention**

This request is for funding to build upon previous successes and ensure continued positive progress by growing the availability of these services throughout the state.

## **7. Prescription drug abuse prevention**

This funding change will allow ODMHSAS to target overdose prevention communication and outreach and continue medical education.

# Sources

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This document was prepared by the Office of Management and Enterprise Services.

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Sources for this document include the following:

- *Agencies, Boards and Commissions*, Oklahoma Department of Libraries.
- Budget request, agency information and strategic planning documents submitted by the agency to OMES.
- Official agency websites.
- Budget and financial data from the state's financial system of record.

For further information, please contact the Office of Management and Enterprise Services at 405-521-2141.



# **Transition Document:**

# **Department of**

# **Transportation**

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# I. Agency Information

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## History and function

Created by the Oklahoma Legislature in 1976 as an overall coordinating agency for the state's highways, railways and waterways, the Oklahoma Department of Transportation (ODOT) superseded the original Oklahoma State Department of Highways, implemented by legislation in 1911. Oklahoma Rail Planning was also placed under ODOT jurisdiction at that time. The Waterways Branch was transferred from the Commerce Department to ODOT in 1993. ODOT is primarily funded by motor vehicle fuel taxes, legislative appropriations, the ROADS fund, and a return of federal matching dollars from the Federal Highway Trust Fund. The department's annual budget is applied to highway construction and maintenance activities, railways, waterways and public rural transit programs. While the primary business is construction and maintenance of Oklahoma's highways, the agency also promotes intermodal transportation.

Website: <https://ok.gov/odot>

Main phone: 405-522-8000

Enacting legislation: 69 O.S. § 4002

## Mission

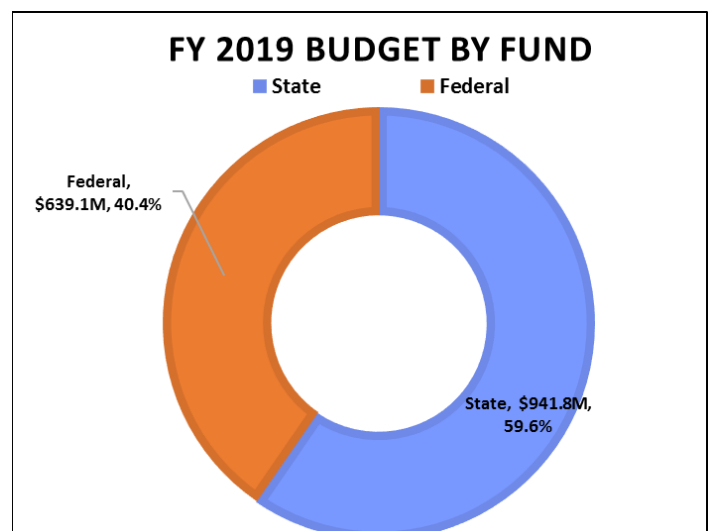
To provide a safe, economical and effective transportation network for the people, commerce and communities of Oklahoma.

## Governance and administration

An eight-member Transportation Commission appointed by the governor and confirmed by the Oklahoma Senate sets departmental policy and oversees general operations. The governor is an ex officio member of the board and entitled to vote in the case of a tie. The members represent eight geographic districts corresponding with ODOT's eight field divisions. The current executive director is Mike Patterson. He was appointed to his position in March of 2013. His annual salary is \$185,000.

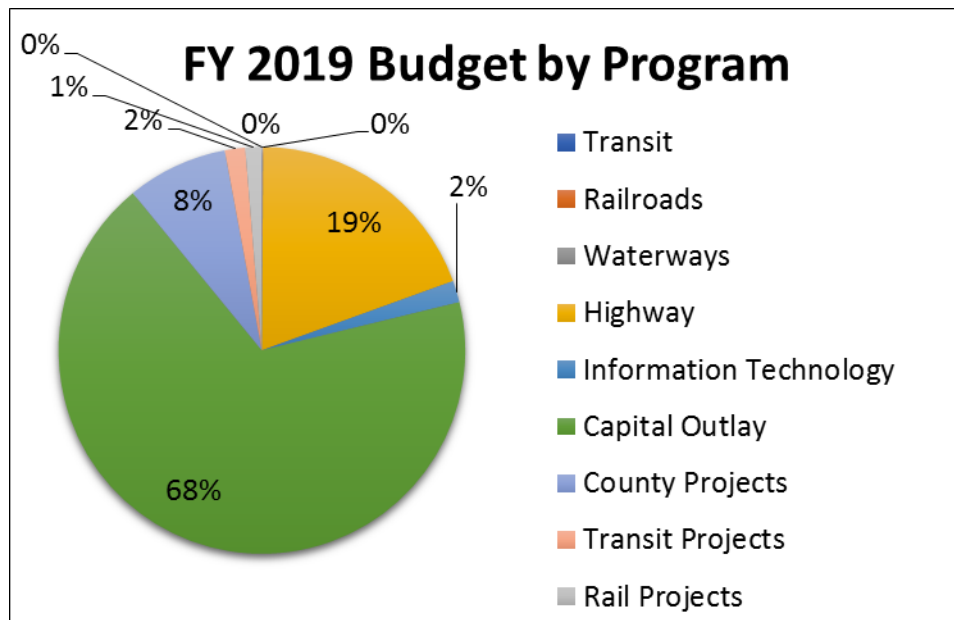
## FY 2019 budget summary

FY 2018 FTE	FY 2019 Total Budget
2,338.9	\$1,895.8M
FY 2019 Appropriation	FY 2018-19 Appropriations
\$165.9M	7.65%



## II. Programs

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### Highways

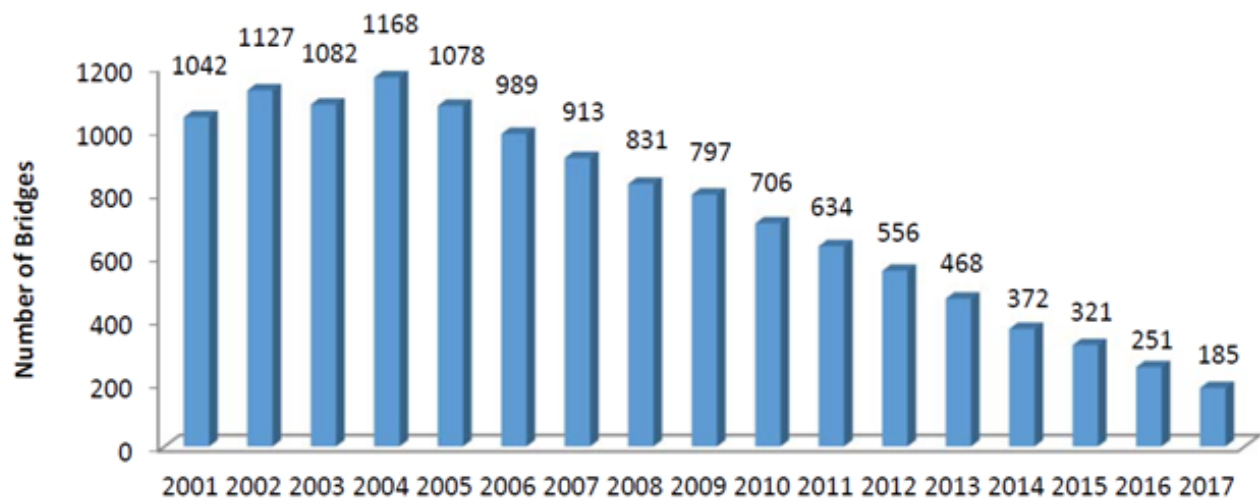
Highway operations include the core functions that provide construction and maintenance activities for the highway infrastructure through the central office and eight field divisions. These activities include bid letting and construction contract administration, materials testing and certification, construction standards and specifications development and implementation, and highway and bridge infrastructure maintenance. ODOT oversees construction and special maintenance projects totaling approximately \$1 billion on an ongoing basis. Construction activities are administered through 25 construction residencies; maintenance activities are administered throughout all 77 counties. The Field Division headquarters coordinates these activities at the local level and provides support through equipment maintenance, communications and special traffic and maintenance units.

#### Construction Work Plan

The budget table illustrated below is provided as part of the 16th volume of the Construction Work Plan (CWP). At this point in time, the department believes that the budgetary allotments to the eight field divisions will address the critically needed transportation improvement projects on the state highway system. The projects' estimates are totaled and reflected in Table 1. The CWP projects are recommended through an annual validation and consideration process led by the department's eight field division engineers and approved by the Transportation Commission. Repairing the state's structurally deficient bridges has been a priority in recent years. Progress made in this area can be seen in the graph below.

CONSTRUCTION WORK PLAN SUMMARY REPORT										
FFY	Available Funds	Division 1	Division 2	Division 3	Division 4	Division 5	Division 6	Division 7	Division 8	FFY Totals
2019	Estimate	\$757,205,712	\$74,273,839	\$106,842,516	\$93,072,062	\$139,382,000	\$62,038,425	\$47,146,042	\$70,733,576	\$757,205,712
	IM Earmark	\$30,000,000	\$5,000,000	\$0	\$5,000,000	\$7,000,000	\$3,000,000	\$0	\$3,000,000	\$30,000,000
	Total	\$787,205,712	\$79,273,839	\$106,842,516	\$98,072,062	\$146,382,000	\$65,038,425	\$47,146,042	\$73,733,576	\$787,205,712
2020	Estimate	\$734,849,169	\$70,628,957	\$75,951,483	\$101,266,578	\$147,268,550	\$65,899,391	\$50,104,966	\$75,227,305	\$734,849,169
	IM Earmark	\$30,000,000	\$5,000,000	\$0	\$5,000,000	\$7,000,000	\$3,000,000	\$0	\$3,000,000	\$30,000,000
	Total	\$764,849,169	\$75,628,957	\$75,951,483	\$106,266,578	\$154,268,550	\$68,899,391	\$50,104,966	\$78,227,305	\$764,849,169
2021	Estimate	\$766,556,994	\$73,724,470	\$74,711,406	\$102,454,669	\$161,378,908	\$67,835,688	\$54,694,975	\$75,804,033	\$766,556,994
	IM Earmark	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$766,556,994	\$73,724,470	\$74,711,406	\$102,454,669	\$161,378,908	\$67,835,688	\$54,694,975	\$75,804,033	\$766,556,994
2022	Estimate	\$781,108,990	\$77,231,200	\$78,158,971	\$107,397,538	\$161,306,000	\$69,358,348	\$55,186,237	\$75,236,907	\$781,108,990
	IM Earmark	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$781,108,990	\$77,231,200	\$78,158,971	\$107,397,538	\$161,306,000	\$69,358,348	\$55,186,237	\$75,236,907	\$781,108,990
2023	Estimate	\$765,152,782	\$76,047,000	\$74,362,201	\$107,060,216	\$162,969,000	\$64,821,293	\$49,750,465	\$63,383,273	\$765,152,782
	IM Earmark	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$765,152,782	\$76,047,000	\$74,362,201	\$107,060,216	\$162,969,000	\$64,821,293	\$49,750,465	\$63,383,273	\$765,152,782
2024	Estimate	\$748,837,556	\$72,390,000	\$73,808,854	\$105,903,636	\$160,850,000	\$63,350,653	\$47,750,000	\$60,437,712	\$748,837,556
	IM Earmark	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$748,837,556	\$72,390,000	\$73,808,854	\$105,903,636	\$160,850,000	\$63,350,653	\$47,750,000	\$60,437,712	\$748,837,556
2025	Estimate	\$765,119,259	\$75,075,000	\$74,600,323	\$107,153,281	\$167,489,868	\$62,723,377	\$48,286,322	\$63,006,088	\$765,119,259
	IM Earmark	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$765,119,259	\$75,075,000	\$74,600,323	\$107,153,281	\$167,489,868	\$62,723,377	\$48,286,322	\$63,006,088	\$765,119,259
2026	Estimate	\$724,008,297	\$49,129,600	\$68,952,486	\$108,814,681	\$138,025,000	\$69,094,170	\$49,950,000	\$64,622,360	\$724,008,297
	IM Earmark	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$724,008,297	\$49,129,600	\$68,952,486	\$108,814,681	\$138,025,000	\$69,094,170	\$49,950,000	\$64,622,360	\$724,008,297
Total Engineer Estimate		\$568,500,066	\$627,388,241	\$833,122,661	\$1,238,669,326	\$525,121,346	\$402,869,007	\$548,451,254	\$1,298,716,856	\$6,042,838,758
Total IM Earmark Funds		\$10,000,000	\$0	\$10,000,000	\$14,000,000	\$6,000,000	\$0	\$6,000,000	\$14,000,000	\$60,000,000
Total Estimate		\$578,500,066	\$627,388,241	\$843,122,661	\$1,252,669,326	\$531,121,346	\$402,869,007	\$554,451,254	\$1,312,716,856	\$6,102,838,758

## On System Structurally Deficient Bridges



As of Dec. 31 of each year  
Based on year of actual inspection



## Asset Preservation

Asset Preservation activities are considered pro-active rather than re-active. If neglected, deterioration of the pavements and bridge structures will continue to increase at a rapid rate, while the expense to rehabilitate them will exponentially increase with time. However, if performed at the right time or in a pro-active manner, asset preservation funds will be optimized by extending the life of the pavement or bridge structure before it deteriorates to the point of needing costly rehabilitation or even total reconstruction. Asset Preservation is the most cost-effective means of preserving pavements and bridges to maximize their service life. ODOT's Asset Preservation effort is provided, in part, by the department's Special Maintenance Program and a portion of the Federal Aid Construction Program. As the highway system has grown and aged, the department's ability to be pro-active has decreased. According to the department's Strategic Asset Planning Management Division Needs Study and Sufficiency Rating Report, 3,842 lane miles of the highway system is rated as inadequate (critical condition) and in need of reconstruction or rehabilitation. Conditions, which make a road inadequate, such as lack of shoulders, narrow lanes, sharp curves, steep hills and too much traffic for the number of lanes, contribute to a higher accident rate on the state highway system.

ASSET PRESERVATION PLAN SUMMARY REPORT										
SFY	Available Funds	Division 1	Division 2	Division 3	Division 4	Division 5	Division 6	Division 7	Division 8	SFY Totals
2019	Bridge Rehab	\$4,120,000	\$3,000,000	\$6,782,011	\$10,913,043	\$3,100,000	\$3,337,580	\$4,368,900	\$9,316,643	\$44,938,177
	Roadway Rehab	\$7,145,000	\$11,559,500	\$11,746,960	\$11,600,000	\$11,448,627	\$8,300,000	\$9,167,627	\$9,528,282	\$80,495,996
	ADA	\$450,000	\$484,000	\$680,500	\$1,532,915	\$421,000	\$326,000	\$400,000	\$1,041,500	\$5,335,915
	Total	\$11,715,000	\$15,043,500	\$19,209,471	\$24,045,958	\$14,969,627	\$11,963,580	\$13,936,527	\$19,886,425	\$130,770,088
2020	Bridge Rehab	\$3,550,000	\$3,500,000	\$4,459,000	\$7,672,180	\$3,200,000	\$2,100,000	\$3,817,250	\$7,853,955	\$36,152,385
	Roadway Rehab	\$6,542,000	\$9,300,000	\$10,354,100	\$9,625,500	\$9,567,976	\$9,500,000	\$8,599,660	\$9,596,000	\$73,085,236
	ADA	\$450,000	\$484,000	\$680,500	\$1,078,000	\$421,000	\$326,000	\$384,500	\$1,041,500	\$4,865,500
	Total	\$10,542,000	\$13,284,000	\$15,493,600	\$18,375,680	\$13,188,976	\$11,926,000	\$12,801,410	\$18,491,455	\$114,103,121
2021	Bridge Rehab	\$3,200,000	\$3,900,000	\$4,915,981	\$7,977,003	\$3,200,000	\$1,704,700	\$3,710,000	\$7,709,986	\$36,317,670
	Roadway Rehab	\$7,055,000	\$9,300,000	\$10,542,100	\$9,800,000	\$10,655,998	\$8,420,000	\$9,136,314	\$10,346,000	\$75,255,412
	ADA	\$450,000	\$484,000	\$680,500	\$1,078,500	\$421,000	\$326,000	\$499,500	\$1,041,500	\$4,981,000
	Total	\$3,500,000	\$13,684,000	\$16,138,581	\$18,855,503	\$14,276,998	\$10,450,700	\$13,345,814	\$19,097,486	\$109,349,082
2022	Bridge Rehab	\$3,500,000	\$3,800,000	\$4,500,000	\$7,282,946	\$3,200,000	\$1,546,034	\$3,200,000	\$7,982,535	\$35,011,515
	Roadway Rehab	\$6,680,000	\$9,200,000	\$10,517,500	\$9,518,300	\$7,350,000	\$8,600,000	\$9,142,975	\$10,055,000	\$71,063,775
	ADA	\$450,000	\$484,000	\$680,500	\$1,078,500	\$421,000	\$326,000	\$510,000	\$1,041,500	\$4,991,500
	Total	\$10,630,000	\$13,484,000	\$15,698,000	\$17,879,746	\$10,971,000	\$10,472,034	\$12,852,975	\$18,037,535	\$110,025,290
Total Bridge Rehab Estimate		\$14,370,000	\$14,200,000	\$20,656,992	\$33,845,172	\$12,700,000	\$8,688,314	\$15,096,150	\$32,863,119	\$152,419,747
Total Roadway Rehab Estimate		\$27,422,000	\$39,359,500	\$43,160,660	\$40,543,800	\$39,022,601	\$34,820,000	\$36,046,576	\$39,525,282	\$299,900,419
Total ADA Estimate		\$1,800,000	\$1,936,000	\$2,722,000	\$4,767,915	\$1,684,000	\$1,304,000	\$1,794,000	\$4,166,000	\$20,173,915
Total Estimate		\$43,592,000	\$55,495,500	\$66,539,652	\$79,156,887	\$53,406,601	\$44,812,314	\$52,936,726	\$76,554,401	\$472,494,081

## Transit

The Transit Program Division administers financial assistance to local, primarily rural, public transportation operations. Elderly and low income people are most in need of these services.

This program is designed to enhance the access of people in non-urbanized areas to health care, shopping, education, employment, public services and recreation through the maintenance, development, improvement and use of public transportation systems in rural and small urban areas. In addition, the program goals are to encourage and facilitate the most efficient use of all federal funds used to provide passenger transportation through the coordination of programs and services; to assist in the development and support of intercity bus transportation; and to provide for the participation of private transportation providers in non-urbanized transportation to the maximum extent feasible.

## Rail

The Rail Department has developed partnerships with private sector interests on Class I and Class III railroads in order to continue rail service for many Oklahoma communities and businesses. Today, the department is partnered with five railroad companies operating on 134 miles of State owned track.

ODOT is responsible for improving safety at Oklahoma's rail crossings. The department administers the Federal Highway Administration's grade crossing safety program to make safety improvements to Oklahoma's 3,788 public at-grade railway/road intersections.

With the sale of the Sooner Sub rail line, ODOT announced a \$100 million initiative to accelerate safety projects at railroad crossings state-wide. State budget reductions in 2016 have subsequently limited the program to \$75 million. Since kicking off the safety initiative in October of 2015, the Transportation Commission has approved more than 231 crossing improvement projects state-wide. Federal funding, as well as funds provided by railroad companies and local entities, are also being used in the initiative, which has enabled ODOT to advance nearly 10 years of projects in little more than two years.

The department coordinates and administers the AMTRAK passenger rail service between Oklahoma City and Ft. Worth, Texas, named the Heartland Flyer. The Texas Department of Transportation has helped support the service financially since 2006. Ridership in 2017 was 73,000. The department is exploring opportunities to increase trip frequency and add a stop in Thackerville, OK, which would increase ridership significantly.

## County Projects

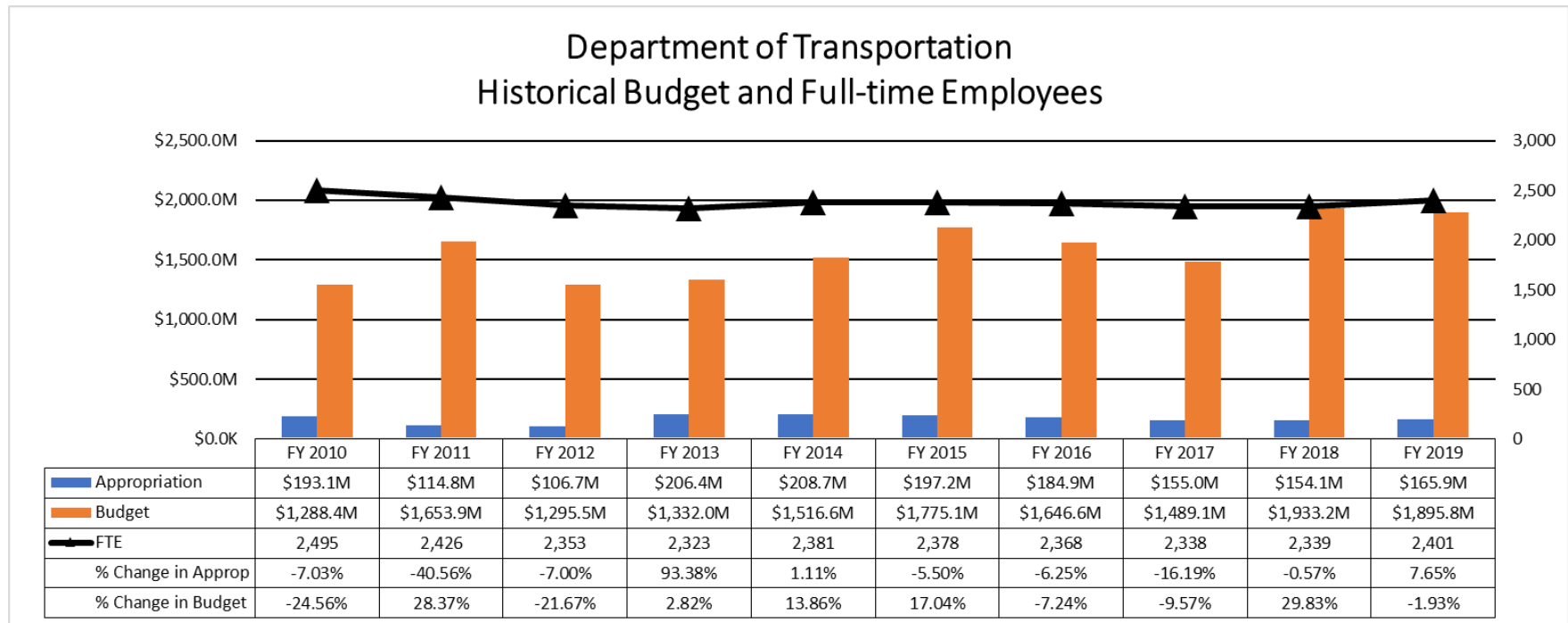
This program covers a variety of county road and bridge project activities ranging from funding preliminary engineering with the award of a contract-to-contract payment. County road and bridge projects are generally long term, extending over several fiscal years. Under current Oklahoma statutes, ODOT handles the procurement of heavy equipment for distribution back to local governments.

## Waterways

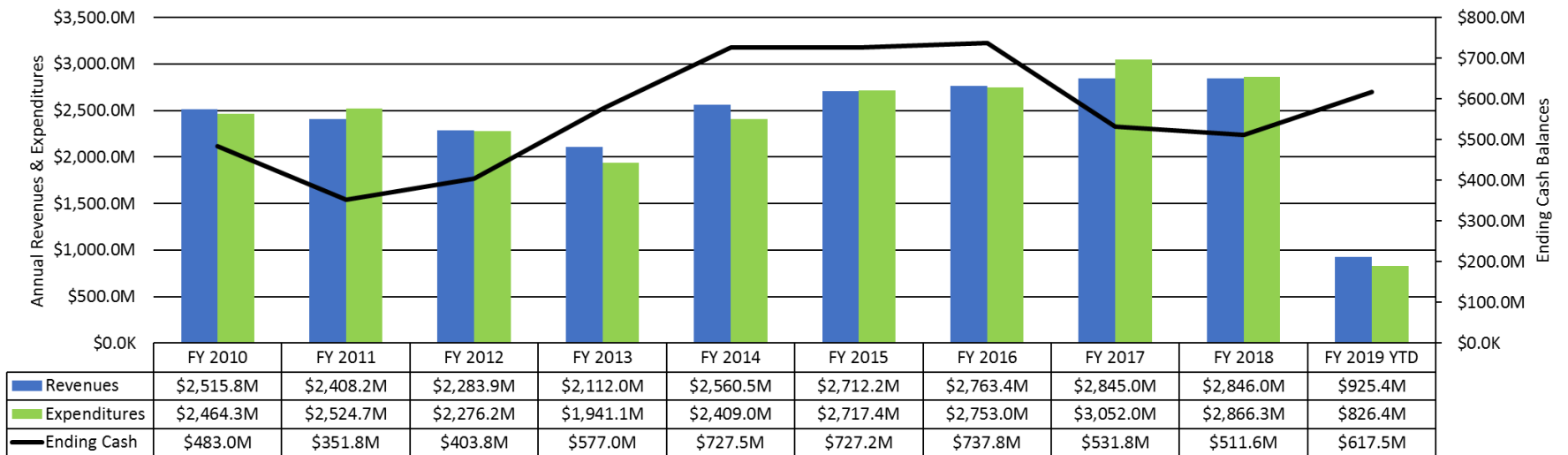
The department is involved in a program to promote the use of barge transportation traffic on the McClellan-Kerr Arkansas River Navigation System (MKARNS), recently designated as Marine Highway 40. The focus of the waterways program is to educate the public on the benefits of the MKARNS and to work with elected officials, port operators and shippers to promote and market waterway transportation usage and facilities. There are five publically developed ports on the MKARNS, two of which are in Oklahoma – the Port of Catoosa (northeast

of Tulsa) and the Port of Muskogee, along with other private operations, such as Port 33 that is east of Tulsa. The MKARNS has a 12-state service area shipping fertilizer, steel, minerals and grains and is an important component for Oklahoma's network for transporting goods.

### III. Budget History



### Department of Transportation Revenue, Expenditures and Ending Cash Balance





## IV. Goals and Projects

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### Accomplishments over the past year

- The department streamlined business practices by relying on private sector experience and technologies.
- Increased use of private sector on construction projects; ODOT employees have successfully transitioned to overseeing consultants' work and contracts.
- ODOT implemented the Geographic Resource Intranet Portal, Pavement Management System, Oracle Applications, AgileAssets, and Transport Construction Management System to provide comprehensive infrastructure data and enhance project selection and construction contract administration.

### Goals for the upcoming year

- Develop and maintain a safe and effective transportation system.
- Encourage the use of project management systems, new techniques and technology which improve productivity and quality of all ODOT processes.

### Major agency projects

The Oklahoma Department of Transportation has several major projects occurring across the state as part of the Eight-Year Construction Work Plan.

#### Ongoing Projects

- I-235 resurfacing and widening at N. 50th Street in Oklahoma City.
- Westbound I-44 bridge rehabilitation at May Avenue.
- I-35 corridor projects.
- I-40 corridor projects.
- OKC Boulevard.
- I-40 widening and Choctaw Road interchange reconstruction.
- US-69 and Comanche Avenue in McAlester.
- US-77 Purcell/Lexington bridge replacement.
- I-35 and I-240 crossroads interchange reconstruction in Oklahoma City.
- Memorial Road between SH-74 and Pennsylvania Avenue.
- S.W. 34th Street bridge over I-35 in Moore.

#### Upcoming Projects

- I-35 and Waterloo Road interchange near Edmond.
- US-69/75 reconstruction in Bryan County - FASTLANE grant.
- I-44/US-75 improvements in Tulsa – INFRA grant.

## V. Budget Requests

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Operating Request		FY 2020 Request	Ongoing?
1	Authorization of fuel tax revenue from the State Transportation Fund to the State Highway Construction and Maintenance Fund.	\$47,231,000	Y
<b><i>FY 2020 request total:</i></b>		\$47,231,000	

### 1. Statutory tax allocation from State Transportation Fund

ODOT is requesting a full authorization of the tax revenue received into the State Transportation Fund instead of the revenue being only partially authorized for use. The authorization will be transferred to the State Highway Construction and Maintenance Fund for ongoing highway and bridge maintenance activities. A well maintained highway infrastructure improves public safety, relieves congestion and reduces vehicle operation costs while improving movement of people and goods.

# Sources

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This document was prepared by the Office of Management and Enterprise Services.

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For further information, please contact the Office of Management and Enterprise Services at 405-521-2141.



# **Transition Document: Career and Technology Education (CareerTech)**

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*career***tech**

# I. Agency Information

## History and function

Created by Title 70 Section 14-104, the Oklahoma Department of Career and Technology Education provides leadership and resources to ensure standards of excellence throughout the statewide system. The system offers its programs and services throughout nearly 400 public school districts, 29 technology centers with 58 campus sites, 13 skills centers located in correctional facilities, and 30 adult basic education sites. Each technology center works closely with advisers from local industry to ensure that students learn the skills needed to be valued members of the workforce. The department partners with many other state and private agencies and organizations to develop services to advance Oklahoma's workforce and economic development. Annually enrollments in CareerTech offerings are about 500,000. CareerTech provides nationally recognized, competency-based curriculum, education and training for a myriad of specialized and customized courses and training opportunities. This curriculum is developed with the input of industry professionals, using skills standards to identify the knowledge and abilities needed to master an occupation. Competency-based education enables CareerTech to provide students with the skills employers are seeking in the workplace.

Website: [www.okcareertech.org](http://www.okcareertech.org)

Main phone: 405-377-2000

Enacting legislation: Statutory [70 O.S. § 14-104](#)

## Mission

We prepare Oklahomans to succeed in the workplace, in education and in life.

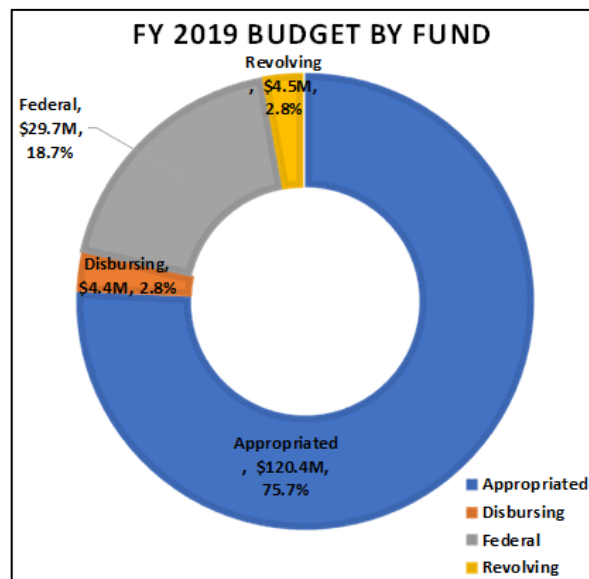
## Governance and administration

The CareerTech board consists of: the state superintendent of public instruction, who shall be an ex-officio voting member; two appointed members of the State Board of Education, selected by the governor, to serve as ex-officio voting members; five members to be appointed by the governor with the advice and consent of the Senate; one member who represents the public, private and/or educational interests of the state shall be appointed by the governor from the state at large with the advice and consent of the Senate. The salary of the executive director of the Oklahoma Department of Career Tech is \$170,000.

## FY-2019 budget summary

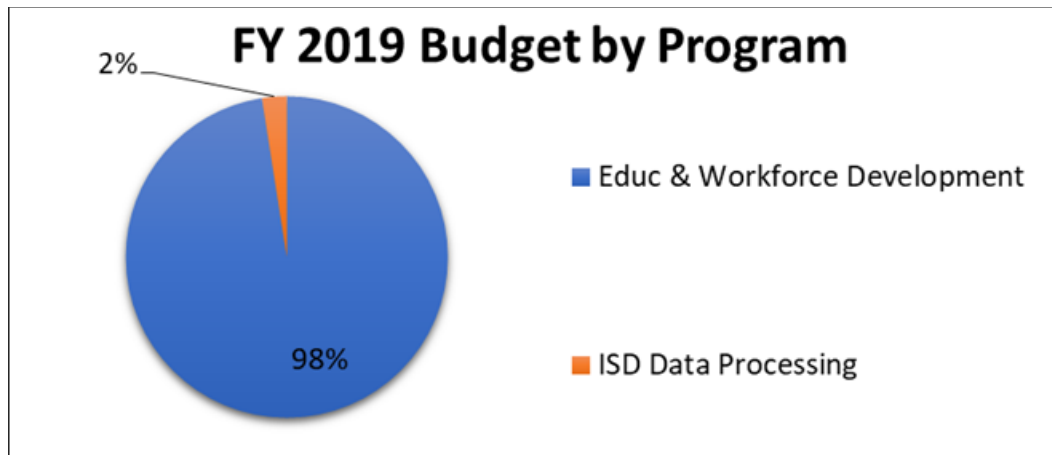
FY 2018 FTE	FY 2019 Total Budget
216.1	\$159.4M
FY 2019 Appropriation	FY 2018-19 Appropriations
\$124.3M	11.24%

Transition Document: CareerTech (Agency 800)



## II. Programs

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### **Student and stakeholder support**

Manages accreditation for tech center programs; administers programs utilizing federal and state funds in matters relating to vocational and technical education; provides for formulation and adoption of curricula; develops a plan to provide adequate vocational offerings accessibility so all students have the ability to benefit; and participates in the recruitment and training of companies to locate or expand operations in the state.

### **Skill center instructional support**

Delivers career and technology education to inmates under the supervision of the Oklahoma Department of Corrections as well as juveniles under the supervision of the Oklahoma Office of Juvenile Affairs. In a joint effort, CareerTech assists with dropout recovery, which adds members to the prepared workforce; and when they are fully employed, it reduces crime and reduces the financial burdens to taxpayers.

### **Skill center instructional support**

Provides curriculum and assessment tools to schools in alignment with industry needs, which plays a vital role in providing quality educational experiences to customers and validates student achievements.

### **Educational attainment**

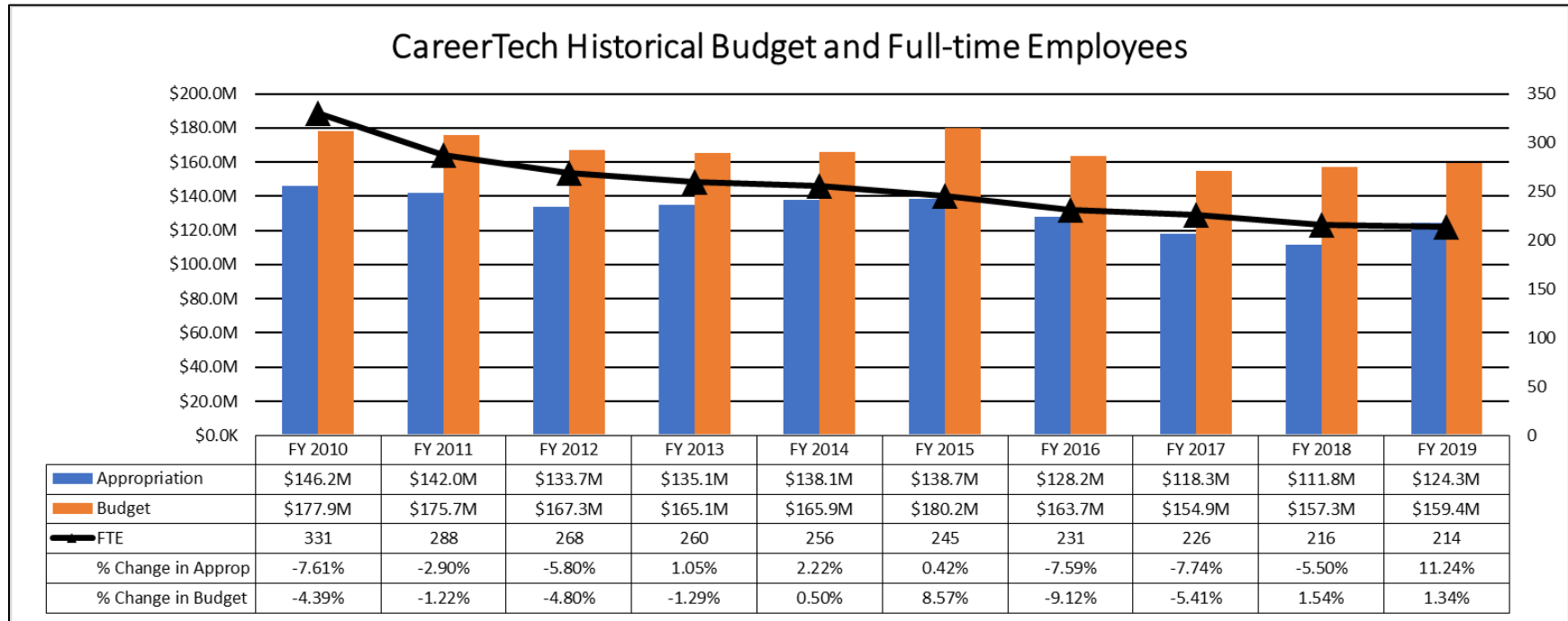
This strategic priority utilizes agency leadership, operations, dissemination of best practices and delivery arms to increase educational attainment for Oklahomans. CareerTech uses an instructional framework that exhibits a complete array of options through career and technology education coursework. Through this coursework, individuals will acquire the academic knowledge and technical skills to succeed in education and gain a competitive edge in society. Additionally, one of the key components to decreasing Oklahoma's educational

gap is the attainment of industry recognized certifications and credentials, which is a primary focus of this program.

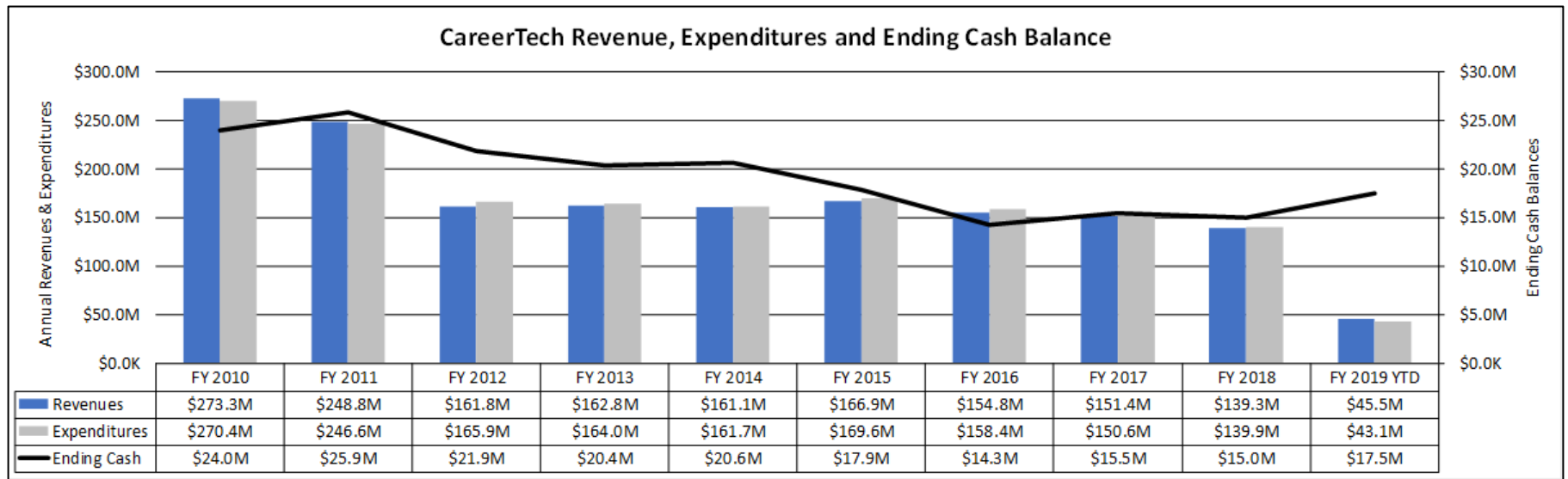
## **Customized training and consulting**

CareerTech fulfills a unique and critical need for Oklahoma businesses to successfully compete in a global economy. CareerTech provides essential needs to meet the workforce demands. The goals of this program are to increase productivity; reduce costs; reduce human injury rates; and upgrade incumbent workers' skills, which in turn fosters innovation and facilitates business growth and development.

### III. Budget History







## IV. Goals and Projects

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### Accomplishments over the past year

- Updating and eliminating curriculum to the needs of educators.
- Additional options for teacher certification to assist in increasing teacher pipeline.
- Additional option for students to obtain high school graduation credit through CareerTech programming.
- Expanded professional development for educators and administrations.
- Additional technical assistance for schools in Perkins grant submissions.
- Provided another option for schools when applying for lottery funds.
- Continue to streamline the accreditation process.
- Realignment of staff in educational/business partnerships to better meet the needs of stakeholders.
- Worked with OJA and DOC for efficiencies and additional delivery in the Skills Centers programs.

### Goals for the upcoming year

- Increase educational attainment.
- Increase career awareness.
- Increase business/educational partnerships.
- Ensure agency operations and services are effective in meeting stakeholders' needs.

### Major agency projects

- Continued development of resource center.
- Actively pursuing multiple grant opportunities.
- Enhancing statewide contracts to provide cost savings and efficiencies for our partners.
- Taking a more active role on a federal level with the new legislation that has been signed.
- Continue to emphasize the critical workforce pipeline CareerTech provides to the Oklahoma economy.
- Pursue resources to support the expansion of our K-12, Tech Center and Skills Centers programs.
- Document and evaluate agency processes by department to ensure efficiencies.

### Savings and efficiencies

- Realignment of staff to provide technical assistance as requested by stakeholders.
- Expanded partnership with DOC and OJA.
- Utilizing grant writer to secure grants with partners.
- Alignment of print shop to operate within the parameters of budgeting outline.
- Explore additional private and nonprofit partnerships to expand CareerTech opportunities.
- Streamlined invoicing and grant submission to online system.

## V. Budget Requests

### Supplemental Requests\*

Supplemental Request		FY 2020 Amount
1	Underfunded Statutory Requirement title 70 Section 26-104	\$11,800,000

\*Supplemental requests are funds requested from the Legislature before the end of the current fiscal year.

Operating Request		FY 2020 Request	Ongoing?
1	Increase educational attainment	\$19,500,000	Y
2	Increase career awareness	\$450,000	Y
3	Increase business/educational partnership	\$300,000	Y
4	Increase agency operations	\$750,000	Y
<b>FY 2020 Request Total:</b>		\$21,000,000	Y

### Increase educational attainment

A highly skilled workforce is essential for success in today's challenging business environment.

To expand K-12 CareerTech offerings aligned with workforce demand: fund 130 unfunded programs; increase program assistance and supplements for current programs; increase funding ability to add an additional 90 programs; and expand ability to serve 10,800 additional student enrollments.

Funding the underfunded benefit allowance (statutory requirement Title 70 Section 26-104) will allow dollars to be invested: in work-based learning opportunities; in expanded business and industry services support; to increase training for industry programs by 10 percent to 3,225 enrollments; to increase customized training by 10 percent to 295,652 enrollments; to increase certifications/credentials annually by 5 percent from 15,152 to 17,540 in three years. To reduce recidivism/expand Skills Centers programs: add 12 new programs and expand ability to serve 500 to 600 additional students.

### Increase career awareness

Our statewide career development system ([okcareerguide.org](http://okcareerguide.org)) is a tool used to assist with a statewide effort in aligning the workforce pipeline. With these additional funds, we will be able to deploy the Galaxy phase of [okcareerguide.org](http://okcareerguide.org) serving K-5 users. In addition, the agency would be able to establish a statewide electronic transcription system in coordination with [okcareerguide.org](http://okcareerguide.org).

## **Increase business/educational partnership**

Partners play an essential role in collaborating with the agency to provide the resources, knowledge, support and services needed to deliver high-quality educational experiences. These partnerships are an integral part of determining what is taught within the CareerTech System to ensure that a well-trained and sustainable workforce is available for employment. These additional funds will enable CareerTech to increase teacher externship opportunities by 10 percent. In addition, the agency would be able to establish and report by FY 20 student work-based learning documentation for the CareerTech System as addressed in Senate Bill 1171.

## **Increase agency operations**

The Oklahoma Department of CareerTech is in a continual state of self-improvement. Through these efforts, we are able to reach more of the underserved and uneducated population of Oklahoma. We are able to assist more individuals in earning diplomas, degrees and credentials. By investing in the advancement of agency operations, we plan to expand our current role in adult basic education and increase our ability to address the needs of the underserved and under-educated population.

# Sources

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# Transition Document: Department of Public Safety

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# I. Agency Information

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## History and function

Since 1937, the Oklahoma Department of Public Safety has provided the citizens of Oklahoma with outstanding service in the areas of traffic, criminal and boating enforcement, driver license services, records management, size and weight permit issuance, driver compliance and wrecker licensing, as well as numerous administrative responsibilities.

Website: [www.dps.state.ok.us](http://www.dps.state.ok.us)

Main phone: 405-425-2424

Enacting legislation: 47 O.S. § 2-101

## Mission

The Department of Public Safety is designed to enforce the law, defend the interests of Oklahoma according to the law and to ensure fair and impartial administration of justice for all Oklahomans. The department provides safety and security for Oklahoma's citizens through law enforcement and protection with the Oklahoma Highway Patrol.

## Governance and administration

The commissioner of public safety is appointed by the governor with the advice and consent of the Oklahoma Senate to serve at the pleasure of the governor. The commissioner must be a professional law enforcement officer with at least 10 years' experience in the field of law enforcement or with five years' experience in the field of law enforcement and a graduate of a four-year college with a degree in law enforcement administration, law, criminology or a related science.

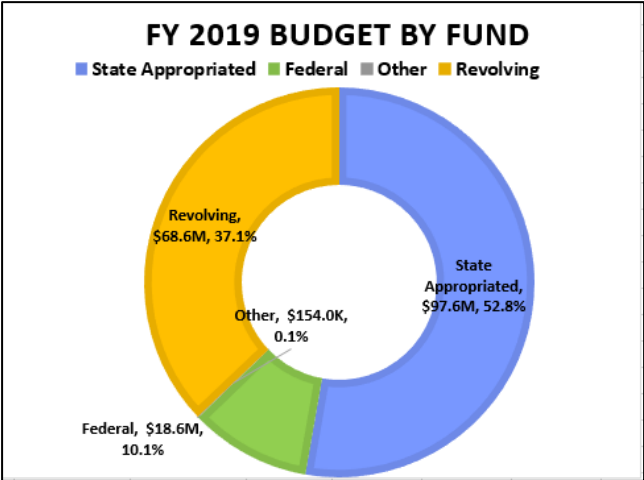
The commissioner appoints two principal deputies: an assistant commissioner of the department and a chief of the Oklahoma Highway Patrol. The assistant commissioner is the second in succession of the department and is responsible for overseeing the civilian management staff of the department. The assistant commissioner is also responsible for the operations of the driver license administration. The Highway Patrol chief serves as the professional head of the patrol and is responsible for the capabilities, plans and operations of the patrol.

Operationally, the assistant commissioner and chief serve as equals with the assistant commissioner focused on administrative functions and the chief of patrol serving as the primary law enforcement head.

Billy "Rusty" Rhoades is the commissioner of Department of Public Safety and was confirmed by the Senate in February of 2018. His salary as the commissioner is \$136,471.

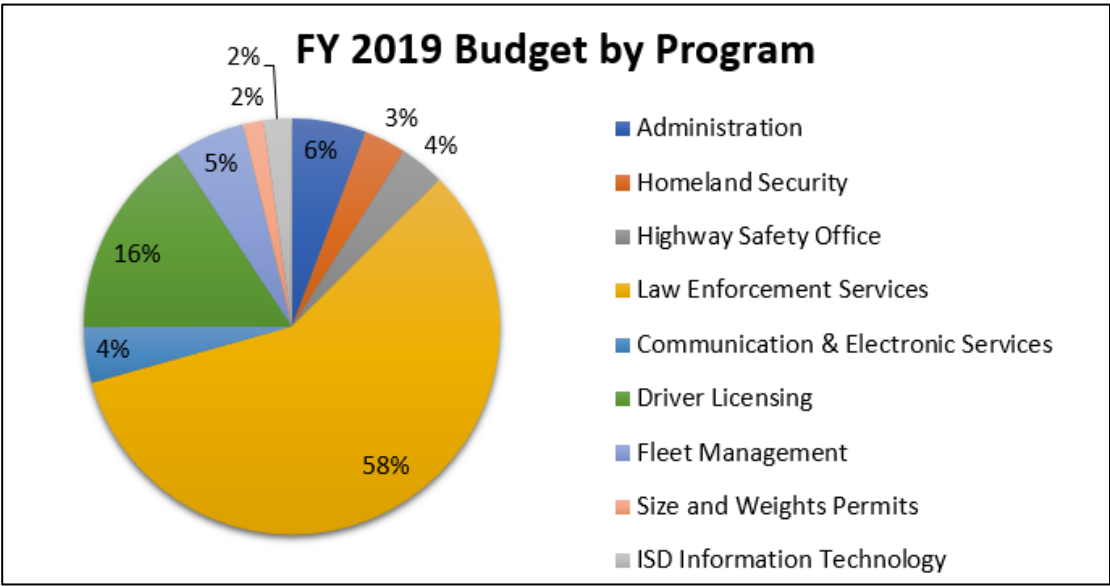
# FY 2019 budget summary

FY 2018 FTE	FY 2019 Total Budget
1448.7	\$185.0M
FY 2019 Appropriation	FY 2018-19 Appropriations
\$97.6M	3.02%



The Agency Performance and Accountability Commission (APAC) has selected the Department of Public Safety to be among the agencies audited this year, pursuant to House Bill 2311 and 62 O.S § 8003. The audit is on-going.

## II. Programs



### Administration

The Administrative Services division provides support and management in the areas of wrecker services, finances, information services, legal, records management, human resources, property management, and size and weights permits.



## **Highway Safety Office**

The Oklahoma Highway Safety Office (OHSO) is responsible for developing an annual statewide plan to decrease fatalities and injuries on Oklahoma roadways. The OHSO administers federal highway safety funds in the form of projects with state and local agencies, nonprofit organizations and private contractors.

## **Law Enforcement Services**

The Law Enforcement Services division and the Oklahoma Highway Patrol (OHP) provide safety and protection for drivers on Oklahoma highways, as well as other specialized law enforcement services including commercial vehicle enforcement, lake patrol, Capitol patrol, bomb squad, and executive security for the governor and his/her family, the lieutenant governor, and the governor's mansion.

## **Communications and Electronic Services**

800 MHz is the DPS portion of OKWIN (800 MHz trunking network) where DPS maintains 34 out of a total of 48 sites. This system is used and needed by all local, state, federal and tribal public safety entities for radio communications. The goal of the system is to expand coverage statewide for operable and inter-operable radio communications for all public safety entities in the state. The Oklahoma Law Enforcement Telecommunications System (OLETS) division provides a statewide telecommunications network for city, county, state, federal and military law enforcement and criminal justice agencies in the state. OLETS also provides computer interfaces with several state and national agencies and organizations.

## **Driver License Services**

The Driver License Services (DLS) division is responsible for new and renewed driver licenses; this division also manages the suspension, denial, cancellation, revocation or disqualification of individual driving privileges and the enforcement of driver financial responsibility laws and the state's compulsory insurance law.

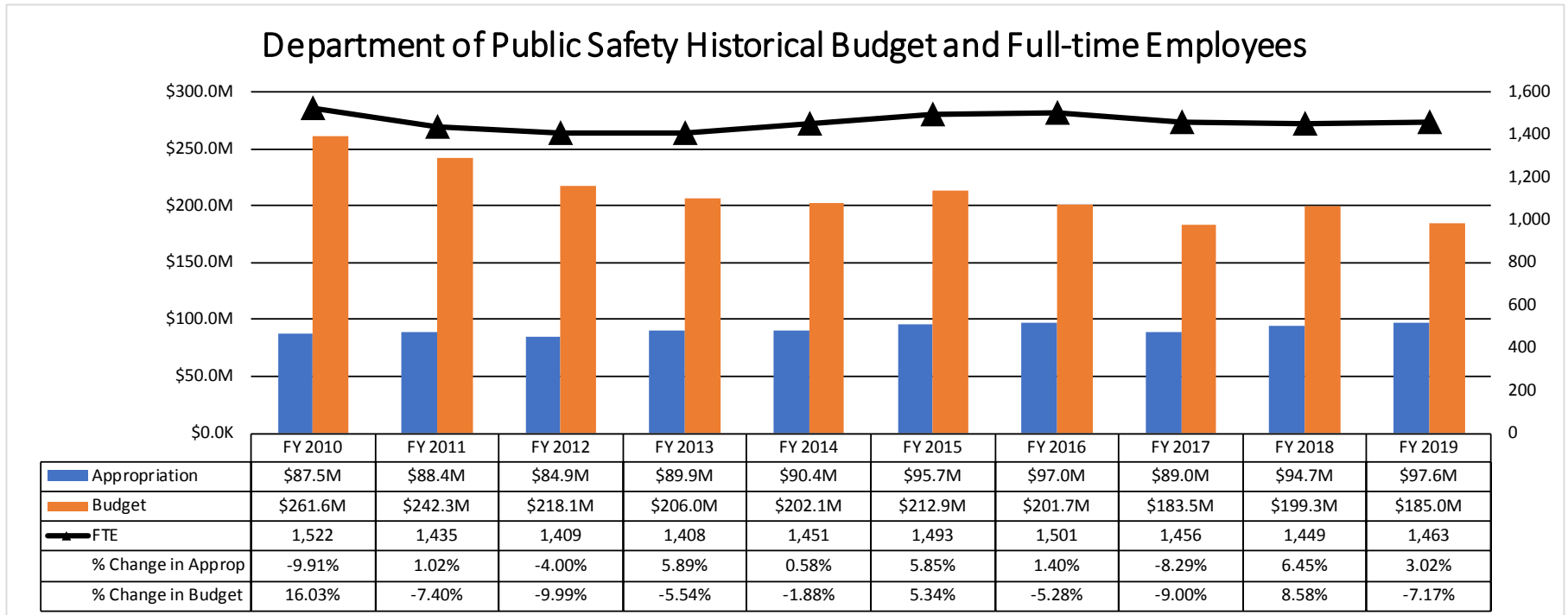
## **Fleet Management**

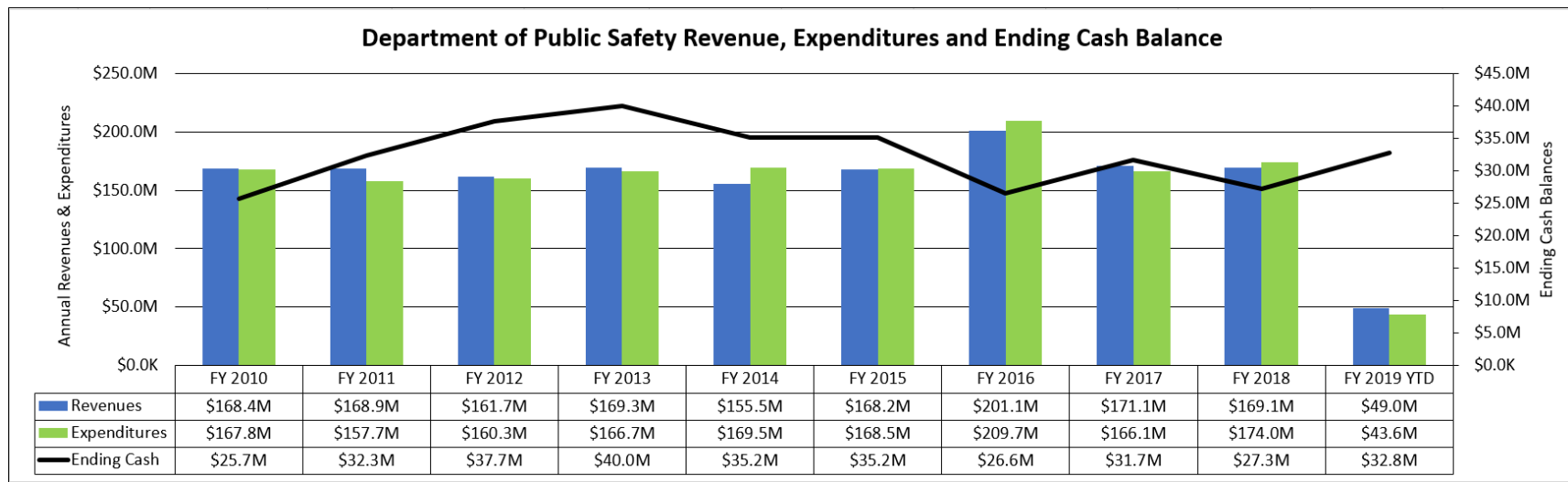
The Fleet Management Division of DPS buys, builds, repairs and surpluses vehicles for the Oklahoma Highway Patrol (OHP) and the civilian employees of the DPS. The OHP patrol cars are built and used to enforce laws of the state and nation. Fleet Management ensures OHP members and civilian employees have equipped vehicles to safely complete their required mission.

## **Size and Weight Permits**

Title 47 of the Oklahoma Statute states that the commissioner of the Department of Public Safety is responsible for the issuance of oversize and overweight permits via an online permitting system. Our goal with OKiePROS (Oklahoma Permitting Routing Optimization System) is to comply with Oklahoma Law (Title 47) and provide a safe, accurate and timely route to our customers.

### III. Budget History





## IV. Goals and Projects

Not reported by the agency to date.

## V. Budget Requests

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Operating Request		FY 2020 Request	Ongoing?
1	Oklahoma Highway Patrol Academy	\$7,700,000	Y
2	Fund Driver License Services for Real ID	\$2,200,000	Y
3	Communication Regionalization	\$1,000,000	N
4	Point of Sale System	\$515,000	N
<b><i>FY 2020 Request Total:</i></b>		<b>\$11,415,000</b>	

### Oklahoma Highway Patrol Academy

Conduct an OHP Academy to graduate 50.

### Driver License Services Personnel

Replace 19 positions that have been unfunded due to previous years' budget shortfalls. Further, RealID compliance will require DPS to add approximately 12 FTE (6 trainers, 6 auditors) to ensure adherence to federal guidelines. DPS will be tasked with educating all tag agents across the state in RealID implementation and compliance

### OHP Communication Regionalization and step consolidation

Reduce communications center facilities from 12 to 5. Consolidate pay steps from 7 steps for Level 1 communications officer to only 3 levels. Savings will eventually be realized through attrition as less personnel would be required to staff 5 facilities.

### Point of Sale and Accounts Receivable System

To replace the antiquated DOS POS and AR system currently in use.

# Sources

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# Transition Document: Office of Homeland Security

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Oklahoma Office of  
**Homeland Security**

*Prevent, Protect, Prepare*

# I. Agency Information

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## History and function

Recognizing the need for coordinated preparedness and security efforts after 9/11, the Oklahoma Legislature passed Senate Joint Resolution 42 in February 2002 and the office of Interim Oklahoma Homeland Security director was created. A staff was assembled and the Oklahoma Office of Homeland Security (OKOHS) began focusing on homeland security efforts within the state.

In January 2004, Governor Brad Henry appointed Kerry Pettingill as the first Oklahoma Homeland Security director. That same month, the governor sent a letter to the US Department of Homeland Security designating OKOHS as the state administering agency (SAA) for homeland security grant programs in Oklahoma. The Oklahoma Legislature passed and the governor signed the Oklahoma Homeland Security Act (HB 2280) in May 2004 and OKOHS was established in Oklahoma statute.

The Oklahoma Homeland Security Act of 2004 outlined OKOHS's strategic objectives, which include: 1) prevent a terrorist attack in Oklahoma; 2) reduce Oklahoma's vulnerability to terrorist attacks; and 3) minimize the damage from and respond to a terrorist attack should one occur. The duties of the office include developing and implementing a comprehensive statewide homeland security strategy; planning and implementing a statewide response system; administering the homeland security advisory system; coordinating, applying for and distributing federal homeland security grant funds; implementing homeland security plans; and such other duties as the governor may prescribe.

Website: [www.ok.gov/homeland/](http://www.ok.gov/homeland/)

Main phone: 405-425-7296

Enacting legislation: [74 O.S. § 51.1](#)

## Mission

To develop and coordinate the implementation of a comprehensive statewide strategy to secure the State of Oklahoma from the results of terrorism, from natural disasters, cyberterrorism, from weapons of mass destruction, and perform other duties assigned to it by the governor.

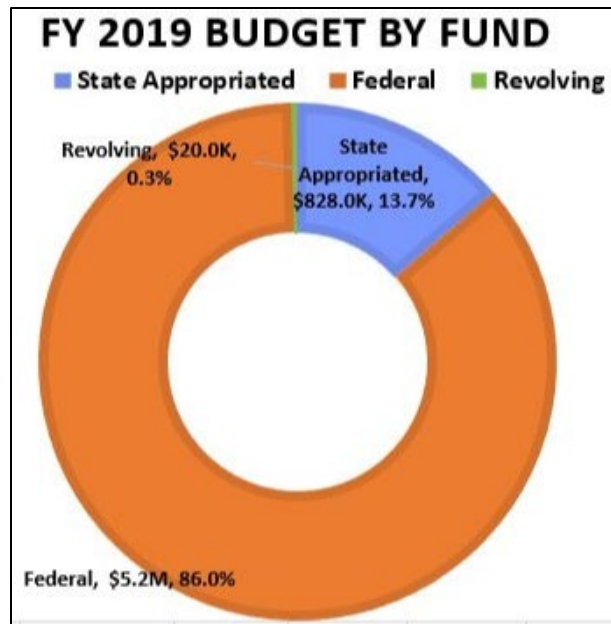
## Governance and administration

The chief officer of the Office of Homeland Security is the governor, who shall appoint a Homeland Security director. The director is required to possess or obtain a federally recognized top-secret level clearance, and their salary is determined by the governor. In February 2011, Governor Mary Fallin appointed Kim Edd Carter as director of OKOHS, and his current salary is \$101,780.

Pursuant to [74 O.S. § 51.1\(D\)](#), the governor designates the state agency responsible for providing housing, administrative staff, and support services for the office. Currently, OKOHS is located within the Department of Public Safety.

## FY 2019 budget summary

FY 2018 Expenditures <b>\$4.0M</b>	FY 2019 Total Budget <b>\$6.1M</b>
FY 2019 Appropriation <b>\$828.0K</b>	FY 2018-19 Appropriations <b>-13.66%</b>



## II. Grant Programs

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### Homeland Security Grant Program

This core assistance program provides funds to build capabilities at the state and local levels and to implement the goals and objectives included in state homeland security strategies and initiatives in their State Preparedness Report. Consistent with the Implementing Recommendations of the 9/11 Act of 2007, states are required to ensure that at least 25 percent of SHSP appropriated funds are dedicated towards law enforcement terrorism prevention-oriented planning, organization, training, exercise, and equipment activities, including those activities which support the development and operation of fusion centers.



2018 Homeland Security Grant Funding Proposal				
Project Description	Amount		Project Description	Amount
Nims Compliance	\$ 112,500		CI/KR Analyst Salary and Benefits	\$ 92,004
Nims Compliance (Salary)	\$ 35,000		CIP/School, Church and Workplace (Salary)	\$ 95,000
Add'tl Program Management	\$ 30,000		Add'tl Program Management	\$ 30,000
Incident Management Team	\$ 20,000		Planning – Continuity of Operations Statewide	\$ 5,000
Resource Management Planning/Credentialing	\$ 10,000		Critical Infrastructure Protection – Planning/Travel	\$ 22,000
Planning (OKOHS)	\$ 324,202		<b>Total</b>	<b>\$ 244,004</b>
<b>Total</b>	<b>\$ 531,702</b>			
			Info-Sharing /Fusion Program – Salary and Benefits	\$ 90,300
Regional Collaboration (Hazmat) Training/Plan	\$ 340,750		Add'tl Program Management	\$ 30,000
Program Coordinator – Salary and Benefits	\$ 92,400		Info-Sharing/Fusion – 4 OSBI Analysts/Training/Equipment	\$ 416,623
Regional Collaboration/Exercise Program	\$ 20,000		Info-Sharing/Fusion – 1 DPS Analyst	\$ 73,000
Program – Exercise Salary and Benefits	\$ 70,800		Info-Sharing/Fusion – 1 Lawton Analyst	\$ 73,000
Add'tl Program Management	\$ 30,000		OASIS and OKLEX Maintenance	\$ 48,750
Training/Enhance Bandwidth Capabilities – CLEET	\$ 41,060		GIS System/OKMAPS	\$ 43,750
Active Shooter Program (ALERTT) – CLEET	\$ 98,241		<b>Total</b>	<b>\$ 775,423</b>
Law Enforcement First Responder (LEFR)	\$ 117,500			
<b>Total</b>	<b>\$ 810,751</b>		State Command Post Operations	\$ 20,000
			Comms/IOC Planning – Salaries and Benefits	\$ 183,600
EMS Capabilities	\$ 7,500		Add'tl Program Management	\$ 30,000
Metropolitan Medical Response System	\$ 32,375		Comms/IOC Planning – Radio 101 Training	\$ 65,750
Add'tl Program Management	\$ 30,000		SAT Phones	\$ 7,000
<b>Total</b>	<b>\$ 69,875</b>		Comms/IOC Equipment	\$ 135,125
			<b>Total</b>	<b>\$ 441,475</b>
Public Outreach Program – Salary and Benefits	\$ 70,000			
Add'tl Program Management	\$ 30,000		Oklahoma Regional Response System	\$ 453,500
Preparedness Initiatives (Fire Corp, VIPS, etc.)	\$ 15,000		Regional Response System Program – Salary and Benefits	\$ 110,520
Planning/Travel	\$ 10,000		Add'tl Program Management	\$ 30,000
Citizen Corps Program	\$ 25,000		Bomb Squad Sustainment	\$ 10,000
<b>Total</b>	<b>\$ 150,000</b>		<b>Total</b>	<b>\$ 604,020</b>
Cyber Security	\$ 123,750		<b>Total - All Programs</b>	<b>\$ 3,781,000</b>
Program Management	\$ 30,000			
<b>Total</b>	<b>\$ 153,750</b>		M&A	\$ 199,000
<b>Total 2018 Homeland Security Grant Program Award Amount</b>				<b>\$ 3,980,000</b>

### **III. Executive Orders**

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#### **EO 2011-39: Oklahoma Information Fusion Center**

This executive order (EO) provides authority for the Oklahoma Office of Homeland Security and the Oklahoma State Bureau of Investigation (OSBI) to operate the Oklahoma Information Fusion Center. The Oklahoma Information Fusion Center is the focal point for the collection, assessment, analysis and dissemination of terrorism and crime prevention information. Through partnerships with the public, private industry, public safety agencies and law enforcement, the fusion center works to protect Oklahoma. Governor Henry signed the first EO creating the fusion center, and Governor Fallin re-issued it early in her administration at the recommendation of the Homeland Security director.

#### **EO 2009-11: Statewide Continuity Coordinator**

This EO was signed by Governor Henry and directed the Homeland Security director to be the statewide continuity coordinator. This position was to be responsible for developing and implementing state continuity policies to help all state agencies create a Continuity of Operation Plan (COOP). The required reports and plans were created and provided to the Legislature and Governor Henry for further action such as legislation and funding. However, there was never any legislation or appropriations that directed this plan be implemented. Further, the EO was not re-issued by Governor Fallin. OKOHS currently provides training and other resources to any state agency who wants to create a COOP, but not all agencies have them and there is no statutory requirement.

#### **EO 2004-15: Designation at Department of Public Safety**

This EO was signed by Governor Henry in 2004 and designated the Office of Homeland Security to be located at the Oklahoma Department of Public Safety (DPS). It was not re-issued by Governor Fallin, but the office is still located at DPS.

# Sources

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*Finance and Retirement Systems Analyst*

**Manny Landaverde**

*Education Analyst*

**Christina Tian**

*Health Services Analyst*

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**Ahmed Baqir**

*Public Safety Analyst*

Sources for this document include the following:

- *Agencies, Boards and Commissions*, Oklahoma Department of Libraries.
- Budget request, agency information and strategic planning documents submitted by the agency to OMES.
- Official agency websites.
- Budget and financial data from the state's financial system of record.

For further information, please contact the Office of Management and Enterprise Services at 405-521-2141.



# Transition Document: Office of Juvenile Affairs

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# I. Agency Information

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## History and function

Prior to 1995, services for Oklahoma’s delinquent youth were provided by the Department of Human Services. In 1994, the Oklahoma Legislature passed the Juvenile Reform Act creating the Board of Juvenile Affairs and the Office of Juvenile Affairs (OJA) as the state juvenile justice agency. This legislation also created the Youthful Offender Act to provide swift justice for serious and habitual juvenile offenders 15 through 17 years of age.

Website: [www.ok.gov/oja](http://www.ok.gov/oja)

Main phone: 405-530-2800

Enacting legislation: 10A O.S. § 2–7–202

## Mission

To identify the root causes of juvenile crime; to utilize intervention and prevention strategies; to advise the governor and Legislature concerning delinquency prevention and juvenile justice matters; and to effectively administer federal funds received through the Juvenile Justice and Delinquency Act (JJDP), Formula Grant Program, Title V and additional federal grants.

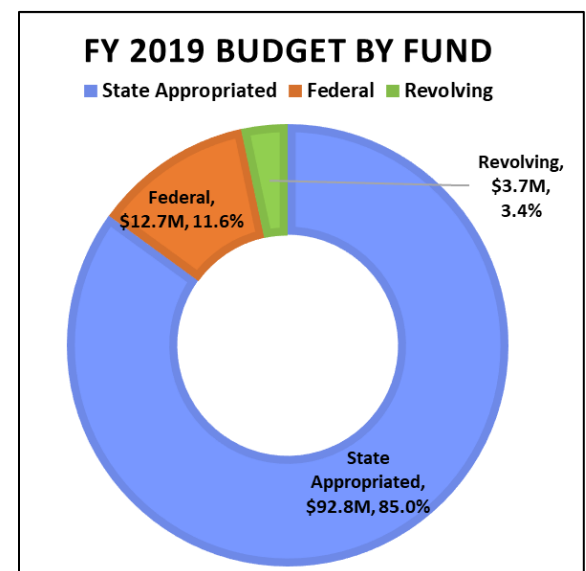
## Governance and administration

The Board of Juvenile Affairs is comprised of seven members, all of whom are appointed by the governor with advice and consent of the Senate. The board appoints the executive director of the Office of Juvenile Affairs. Steven Buck has served as executive director since February 2016; his annual salary is \$169,339.

## FY 2019 budget summary

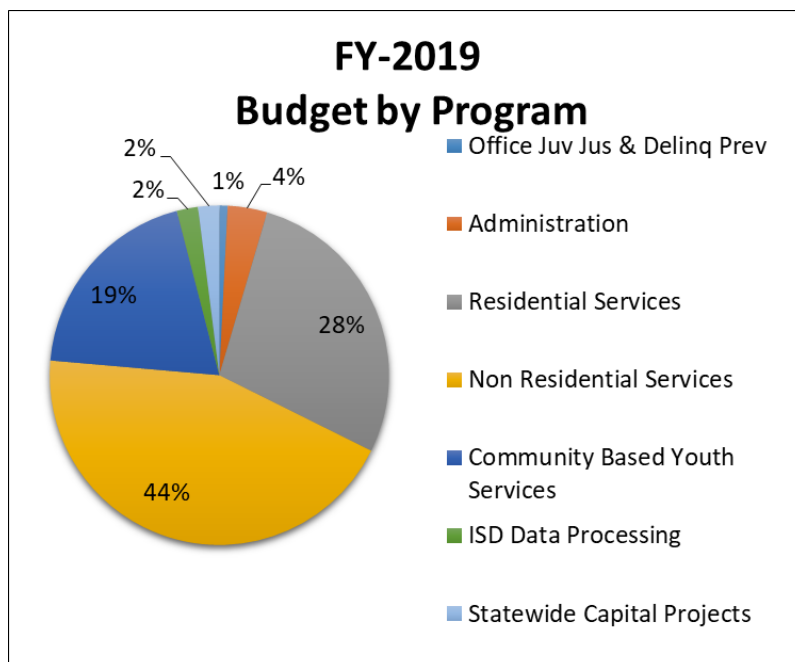
FY-2018 FTE	FY-2019 Total Budget
724.7	\$109.8M
FY-2019 Appropriation	FY-2018-19 Appropriations
\$92.8M	2.05%

**Note:** The Agency Performance and Accountability Commission (APAC) has selected the Office of Juvenile Affairs to be among the agencies audited this year, pursuant to HB 2311 and 62 O.S. § 8003. The audit is ongoing.



## II. Programs

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### Office of Juvenile Justice Delinquency Prevention (OJJDP)

The Office of Juvenile Affairs administers Juvenile Justice Delinquency Prevention Formula Grants in Oklahoma and assists communities in funding and developing juvenile delinquency prevention programs. Major goals of the OJJDP include funding at least 20 delinquency prevention programs statewide, and reducing the number of youth offending and entering the juvenile justice system.

Number of clients served: 2,260 children and families residing throughout Oklahoma.

### Community-Based Youth Services

The Community-Based Youth Services Unit (CBYSU) is the branch of the Office of Juvenile Affairs that contracts with private and public organizations to provide prevention and intervention services.

The CBYSU maintains, monitors and provides technical assistance to a network of youth service agencies throughout Oklahoma. These agencies provide quality prevention, early intervention and treatment services to at-risk youth and families. Services provided include: emergency shelter beds; First Time Offender Program; community intervention centers; crisis intervention; individual, family and group counseling; prevention and substance abuse support groups; transitional living programs; teen court programs; and tutoring, mentoring and case management.

Number of clients served: The 42 youth service agencies collectively provided counseling, prevention, diversion, psychoeducational and emergency shelter services to 10,385 at-risk Oklahoma youth and Botvin LifeSkills to 44,401 (number is duplicated count) youth in Oklahoma schools.

## **Institutional and residential services**

Residential programs provide rehabilitative facilities for treatment to Office of Juvenile Affairs youth who have been adjudicated as youthful offenders or delinquents. The Office of Juvenile Affairs has three medium-secure institutions to provide services to the most serious and violent of the state's juvenile offenders. OJA operates a charter school at the two male institutions.

When a person under the age of 18 is accused of violating the law in Oklahoma, he or she may be admitted into one of the 17 detention centers across the state. OJA contracts with local counties for secure detention services and adheres to the State Plan for the Establishment of Juvenile Detention Centers. Juvenile detention centers provide 309 beds across the state, serving both males and females after arrest, during the court process, and pending OJA placement.

Number of clients served: 631 youth adjudicated as delinquent or as a youthful offender, 242 in all institutions and 389 in residential services.

## **Non-residential services**

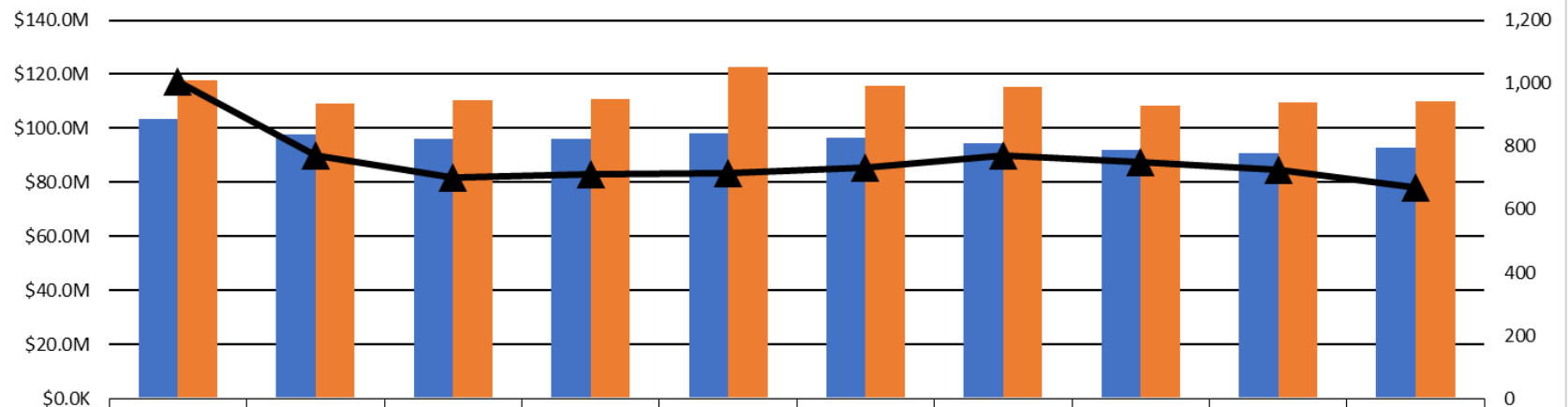
The Juvenile Services Unit (JSU) provides intake, probation and custody services in all 77 Oklahoma counties except those with duly constituted juvenile bureaus (10A § 2-4-101 through 2-4-110) where JSU provides custody services only. The JSU provides services and supervision to juveniles alleged or adjudicated as delinquent, in need of supervision, or as a Youthful Offender.

Each county in the state uses local contract providers to ensure each juvenile and their family receives the services and programs best suited to strengthen the family structure and give parents the skills and support necessary to successfully cope with problems that arise in their family. Local JSU staff take an active role in their communities to develop a system of graduated sanctions to address juvenile problems at the earliest stage. The Juvenile Services Unit collaborates with judges, district attorneys, law enforcement and youth service agencies to develop and maintain community-based organizations and civic groups to provide services such as mentoring and foster care.

Number of clients served: 15,000 clients were served by JSU in the following categories: information and referrals for the public to local juvenile service agencies; intake conferences; pre-court services, i.e., informal adjustment, supervision and deferred judgement or suspended sentence supervision and services; formal court probation (delinquents); formal court supervision; custody and parole services; and interstate compact services.

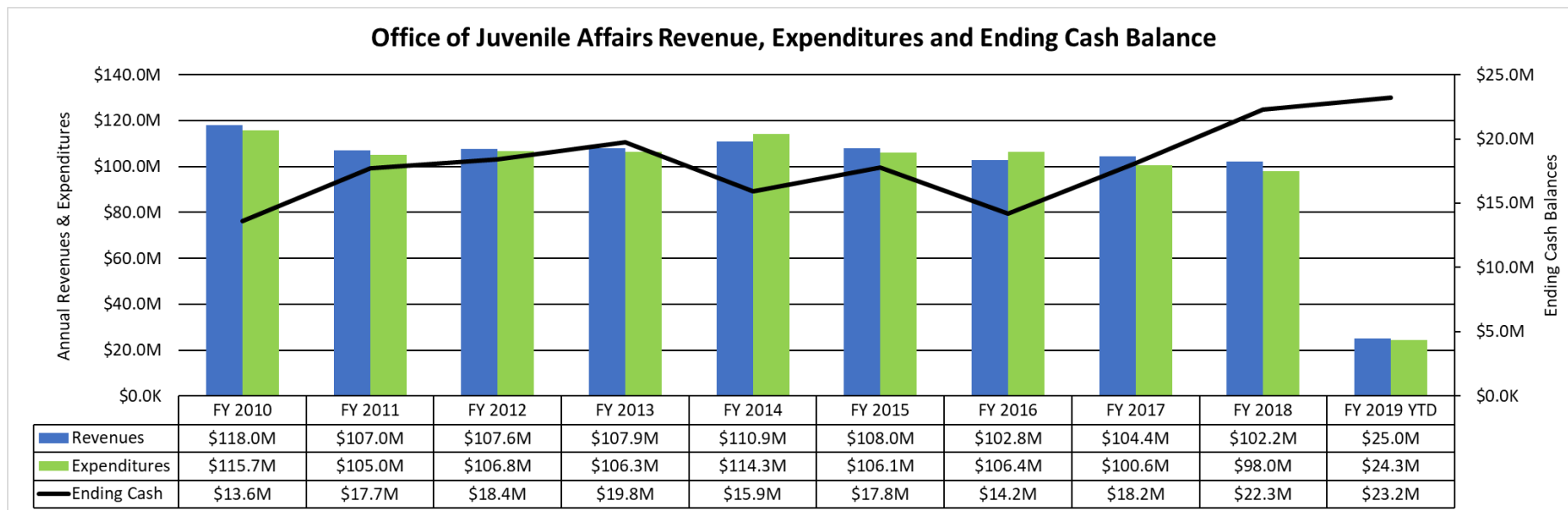
### III. Budget History

Office of Juvenile Affairs Historical Budget and Full-time Employees



	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Appropriation	\$103.5M	\$97.7M	\$95.9M	\$96.2M	\$98.2M	\$96.5M	\$94.6M	\$92.1M	\$90.9M	\$92.8M
Budget	\$117.7M	\$109.4M	\$110.3M	\$110.7M	\$122.5M	\$115.6M	\$115.2M	\$108.4M	\$109.8M	\$109.8M
FTE	1,007	771	701	712	715	733	773	751	725	669
% Change in Approp	-7.83%	-5.61%	-1.79%	0.28%	2.08%	-1.72%	-1.94%	-2.70%	-1.24%	2.05%
% Change in Budget	-9.08%	-7.11%	0.85%	0.33%	10.75%	-5.65%	-0.32%	-5.92%	1.25%	0.01%





**Note:** OJA plans to utilize \$6.5 million of existing cash to balance the agency's FY 2019 budget. Further existing cash balances, aside from restricted funds, will be used for the creation of the new Juvenile Center.

## **IV. Goals and Projects**

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### **Accomplishments over the past year**

- The Oklahoma Youth Academy Charter School opened its doors on the Southwest and Central Oklahoma Juvenile Center campuses.
- OJA assumed operation of the Juvenile Center for Girls. Female juveniles in OJA care were previously contracted to private contractors.
- For the 2016-17 school year, the charter school enrolled 164 students. Thirty-one students earned high school diplomas and 25 earned GEDs.

### **Goals for the upcoming year**

- Continue agency efforts to prevent and divert at-risk youth from entering the Juvenile Justice Court system and reduce delinquent and criminal activity of custody and probationary youth.
- Refine evidence-based methods to classify and assess juveniles to provide accurate placement services and outcome measurement.
- Prioritize funding needs, reduce program duplication and enhance budgeting information necessary to improve the efficiency of operations, thus improving services to the public.
- Aggressively search for new funding via grant applications for effective community programs.

### **Major agency projects**

- Centralizing the Juvenile Center (New Generation Facility). Pursuant to HB 2387, the Oklahoma Capitol Improvement Authority has the authority to issue bonds to generate proceeds of up to \$45 million for the juvenile facility.
- Maximizing the use of technology in the classroom and continue the search for technology teaching tools and software.

### **Savings and efficiencies**

- Shared services with the Office of Management and Enterprise Services and other state agencies.
- Centralized the Juvenile Center to save personnel expenditures and maintenance costs for the two other facilities; achieved efficiencies in providing services to juveniles in custody and with other vendors for delivering the services.

## V. Budget Requests

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Operating Request		FY 2020 Request	Ongoing?
1	GPS program	\$650,000	Y
2	Detention insurance	\$103,000	Y
3	Leap year cost increase	\$75,000	N
4	Restoration of FY 2015 and FY 2016 base reductions	\$2,850,000	Y
5	Enhancing residential treatment services	\$718,000	Y
6	Employee incentives	\$500,000	Y
7	Group home rate equalization	\$2,800,000	Y
8	Data-driven decision making	\$359,000	Y
9	Focus on family engagement	\$343,000	Y
10	Capital improvement projects	\$1,360,000	Y
11	Long-range strategic needs	\$1,205,000	Y
<b>FY 2020 request total:</b>		<b>\$10,963,000</b>	

### 1. GPS program

A GPS program expansion would include real-time monitoring for residential youth on pass or upon initial release and increase the use of this option as an alternative to detention.

### 2. Detention insurance

This request would pay for increasing costs of liability insurance for older youth in custody. Detention centers have experienced added costs for liability insurance due to accepting older youth, which categorizes these centers as adult jails for insurance purposes.

### 3. Leap year cost increase

Year 2020 is a leap year, with one additional day added to the year (Feb. 29). This creates one additional day's worth of payments for all contracted services, maintenance, etc., to the agency. This request is to cover the anticipated added costs that OJA will incur due to the leap year.

## **4. Restore FY 2015 and FY 2016 base reductions**

We request that funding reductions from FY 2015 and FY 2016 be restored to support programs for prevention, diversion and alternatives to detention. Restoring this funding will offer opportunities for partnerships as well as potentially enhancing existing contracts with youth service agencies, detention providers and group home operators.

Specifically, the funding cuts have resulted in the following issues:

1. Diversion programs, known to be one of the most cost-effective investments to reduce juvenile delinquency, have been scaled back.
2. Multiple group homes have canceled contracts with OJA because the agency has reduced the level E rate by \$10 per bed per day. Group homes still providing services have had to reduce costs, resulting in homes that in some cases are in disrepair.
3. Without sufficient beds in group homes, 35 youth are now on a waiting list to receive treatment. OJA believes without the proper treatment these youth are likely to continue further into delinquency or into the adult corrections system.
4. Detention rates have been cut by 7 percent, placing several centers at risk of closing. Partially due to this factor, Osage County cancelled their contract and Muskogee County closed for several months. Funding cuts have also led to deferred maintenance; cumulatively resulting in vulnerable safety and security systems.
5. Per 10A O.S. § 2-7-401(B)(1), OJA is required to pay 85 percent of a detention facility's operating costs. Even before the reduction in detention rates, it was questionable whether the state was meeting the statutory 85 percent.

Due to limited resources caused by the revenue failure reductions, an already complicated process has become more difficult to address. By restoring the funding, OJA will be better equipped to establish a system that will create a more conducive environment for treatment and safety of youth in detention.

## **5. Enhancing residential treatment services**

The Office of Juvenile Affairs currently offers only one treatment program for all medium-secure youth. This limitation decreases the effectiveness of treatment services. The ability to serve youth who need more intensive treatment in a separate group will improve treatment effectiveness for both medium- and high-needs populations. Increased funding will allow the agency to adjust programming more efficiently and will reduce the level of future increases if demand for services escalates.

## **6. Employee incentives**

This funding request is to provide employee incentives to the direct care staff in order to improve the OJA hiring pool and employee retention rates. The request includes costs associated with performance pay, virtual health visits and a 20-year retirement plan for direct care workers.

## **7. Group home rate equalization**

In order to be more effective in treating youth, OJA will initiate a higher group home rate. This increased rate will allow OJA to be more competitive with other agencies and will give incentives to service providers to increase the quality of services by requiring PBS monitoring and using only evidence-based programming.

## **8. Data-driven decision making**

This funding change is needed to determine where limited resources would best be focused. The funding will allow us to obtain feedback on existing programs and use outcomes to make future decisions, helping ensure maximum value and efficiency. Funding would be used to:

1. Train staff in collecting and utilizing data.
2. Contract with universities for research on long-term treatment success and program effectiveness.
3. Lease needed hardware and software.
4. Develop systems that can efficiently capture and analyze data.

## **9. Focus on family engagement**

This funding will allow OJA to assist in a successful reentry into the community. Funding would be used to:

1. Provide transportation for guardians to visit youth in placement.
2. Fund family counseling to prepare families for youth reintegration into the home.
3. Train parents using evidence-based programs to address issues arising from troubled children returning from out-of-home placement.
4. Train staff to work with parents, coordinate services listed above, and conduct parenting classes.

## **10. Capital improvement projects**

This request is to fund technology modernization; an Enterprise Resource Planning system; a body scanner; and Career Tech equipment such as a driving simulator, welding equipment and auto mechanics equipment.

## **11. Long-range strategic needs**

This request is to fund the mid-to long-term strategic needs for increased foster care and therapeutic foster care; transitional housing (community); workforce development/specialists; college/tech specialists; and OJA college.

# Sources

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This document was prepared by the Office of Management and Enterprise Services.

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# **Transition Document: Oklahoma State Department of Health**

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# I. Agency Information

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## History and function

For more than one hundred years—first as the Territorial Board of Health, then, following statehood, as the Oklahoma State Department of Health (OSDH)—the people of Oklahoma have entrusted the Oklahoma State Department of Health to be this state’s prudent steward of public health. Public health service in Oklahoma was signed into law Christmas Day, 1890, by Governor George Washington Steele who immediately appointed a superintendent of health. After statehood in 1907, the Oklahoma Legislature created the State Board of Health under a commissioner appointed by the governor.

Website: [www.ok.gov/health/](http://www.ok.gov/health/)

Main phone: 405-271-5600

Enacting legislation: Title 63 O.S. § 1–105

## Mission

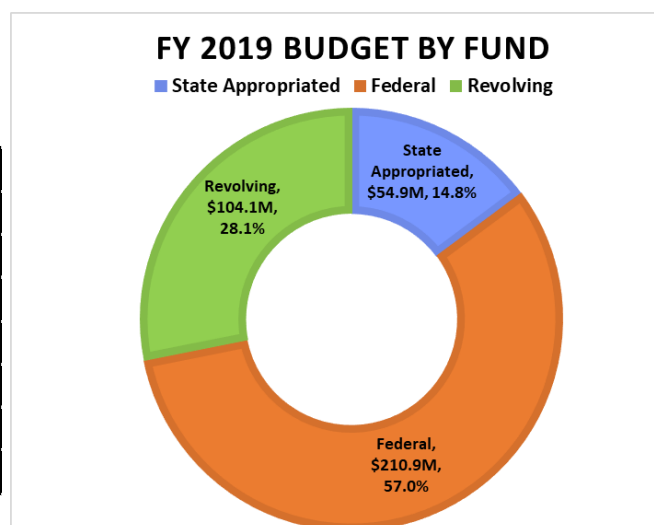
The mission of the Department of Health is to promote, protect and improve the health of all Oklahomans through strategies that focus on preventing disease and injuries.

## Governance and administration

The Board of Health is comprised of nine members appointed by the governor and confirmed by the Senate. During last session of 2018, HB 3036 (effective on Jan. 14, 2019) was passed to change the governance structure by transferring all duties and powers of the board to the commissioner and transferring the appointment authority for the position of commissioner from the board to the governor, with the advice and consent of the Senate. Thomas Bates serves as commissioner of the department. He currently serves as the interim commissioner and was appointed by Governor Fallin in March of 2018. His annual salary as commissioner is \$189,000.

## FY 2019 budget summary

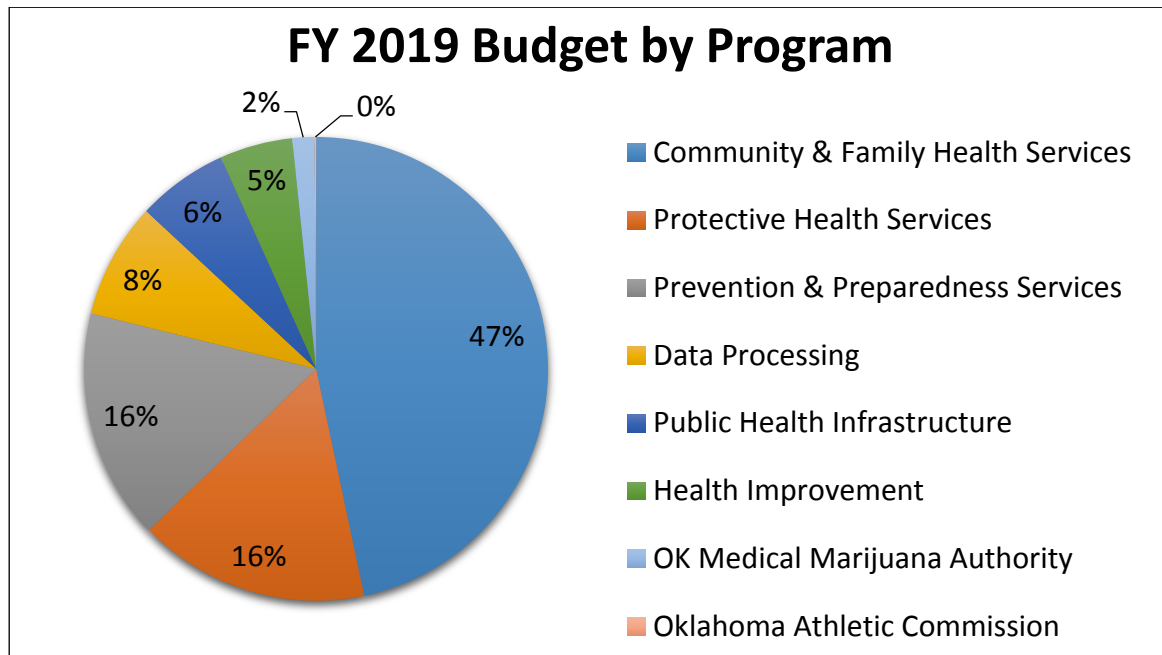
FY 2018 FTE <b>1818.2</b>	FY 2019 Total Budget <b>\$374.7M</b>
FY 2019 Appropriation <b>\$54.9M</b>	FY 2018-19 Appropriations <b>4.06%</b>





## II. Programs

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### Community and Family Health Services

Community and Family Health Services provides oversight and direction to the 68 organized county health departments in the state. Additionally, central office programs focus primarily on preserving and improving the health of women, adolescents and babies. Community and Family Health Services acts as the liaison between the county health departments and statewide programs.

The 68 county health departments are under jurisdiction of OSDH. They establish priorities in collaboration with communities to implement program guidelines for OSDH defined goals and objectives.

OSDH administers the Child Guidance Service in regional county health departments along with the Childcare Warmline, which offers free telephone consultation and referrals to child care providers. These programs provide support and training to parents, youth, childcare providers, educators and medical communities. The agency also staffs the Early Intervention (SoonerStart) program, which is primarily funded through the State Department of Education, for infants, toddlers and birth to 36 months babies who have developmental delays.

The Dental Health Service program provides leadership in oral disease prevention. Oral health screening and small-scale treatment are provided for children and nursing home residents in some areas through contracts with providers, as well as school-based dental education programs, a fluoridation program to improve the state's drinking water supply and the Dental Loan Repayment Program.

The agency oversees the Family Support and Prevention Service program, which promotes the health, safety and wellness of Oklahoma's children and families by administering visitation programs for low-resource mothers. The service also provides training and assistance to organizations or agencies that service families

with young children to improve health outcomes and parenting skills in an effort to avert child abuse, unplanned repeat pregnancies and other adverse outcomes.

OSDH's Maternal and Child Health Service provides leadership, in partnership with key stakeholders, to county health departments and non-profit clinics to improve the physical and mental health, safety and well-being of the Oklahoma maternal and child health population by developing and promoting best practices for women's and men's reproductive health and the health of babies. The agency also provides community-based programs aimed at lowering the state's teen birthrate.

Public health nurses comprise the largest segment of Oklahoma's public health workforce and the agency is responsible for providing clinical practice guidelines and orders, continuing education and training opportunities, performance improvement activities and professional development.

OSDH supports effective and efficient operations of county health department services by ensuring patient records are organized and maintained within medico-legal standards providing on-site training and software support for agency computer application programs, data collection, billing and patient records.

The agency provides specialized statewide surveillance and screening programs to protect Oklahoma's children and families, including genetics, newborn screening, newborn hearing screening, childhood lead poisoning prevention and the Oklahoma Birth Defects Registry.

The federally funded Women, Infants and Children (WIC) program provides nutritious foods to supplement the diets of women, infants and children (approximately 100,000 per month). The agency provides nutrition classes, interactive online education and fitness group classes, as well as private consultation with nutrition experts.

## **Office of the State Epidemiologist**

The Office of the State Epidemiologist (OSE) is comprised of five public health prevention and/or surveillance services: public health laboratory, acute disease, HIV/STD, immunization and emergency preparedness and response services. The role of the state epidemiologist is to serve as a medical consultant to the agency on matters relating to infectious disease, immunizations, preparedness and response; supervise the investigation of disease outbreaks; consult on the preparation and implementation of various grants and research activities; represent the agency with the Council of State and Territorial Epidemiologists (CSTE); supervise the collection and analysis of disease surveillance data; oversee the publication of various educational materials; and act as the media spokesperson for the agency on epidemiologic matters.

## **Protective Health Services**

OSDH has responsibility for a wide range of regulatory services in areas that affect the health of citizens. Regulatory responsibilities include enforcing laws and rules; performing routine inspections; investigating complaints; and issuing, renewing and revoking licenses. The majority of expenditures for this division come from licensure fees, trauma disbursements and federal Medicaid and Medicare funds which help support health and medical facility inspections conducted by OSDH employees.

The Long-Term Care Service oversees the health and safety of residents living in licensed long-term care facilities. Long-term care facilities include nursing homes, skilled nursing facilities, residential care homes, assisted living centers, continuum of care homes and intermediate care facilities for individuals who are intellectually disabled.

Medical Facilities Service is comprised of three main programs: medical facilities, and trauma and emergency medical services. The Medical Facilities Service licenses and certifies health care facilities in accordance with

state and federal laws. It has responsibility for inspection, licensure and Medicare certification of all non-long-term care medical facilities in Oklahoma. Emergency Medical Services division develops rules for administering emergency response systems in the state and performs other functions, such as developing a comprehensive plan for EMS development, EMS testing and licensure and collection of statewide EMS data. The trauma program is responsible for facilitating and coordinating a multidisciplinary system response to severely injured patients in Oklahoma. The trauma system continuum of care includes EMS field intervention, emergency department care, surgical interventions, intensive and general surgical in-hospital care, rehabilitation services and support groups.

Injuries are the third leading cause of death in Oklahoma and the leading cause of death among children and young adults 1-44 years of age. The mission of the Injury Prevention service is to improve the health of Oklahomans by working in collaboration with communities and stakeholders to identify injury problems, then develop, implement and evaluate environmental modifications and educational interventions. Some of the successful focus areas have been car seat safety, fire safety and prevention of traumatic spinal cord injuries.

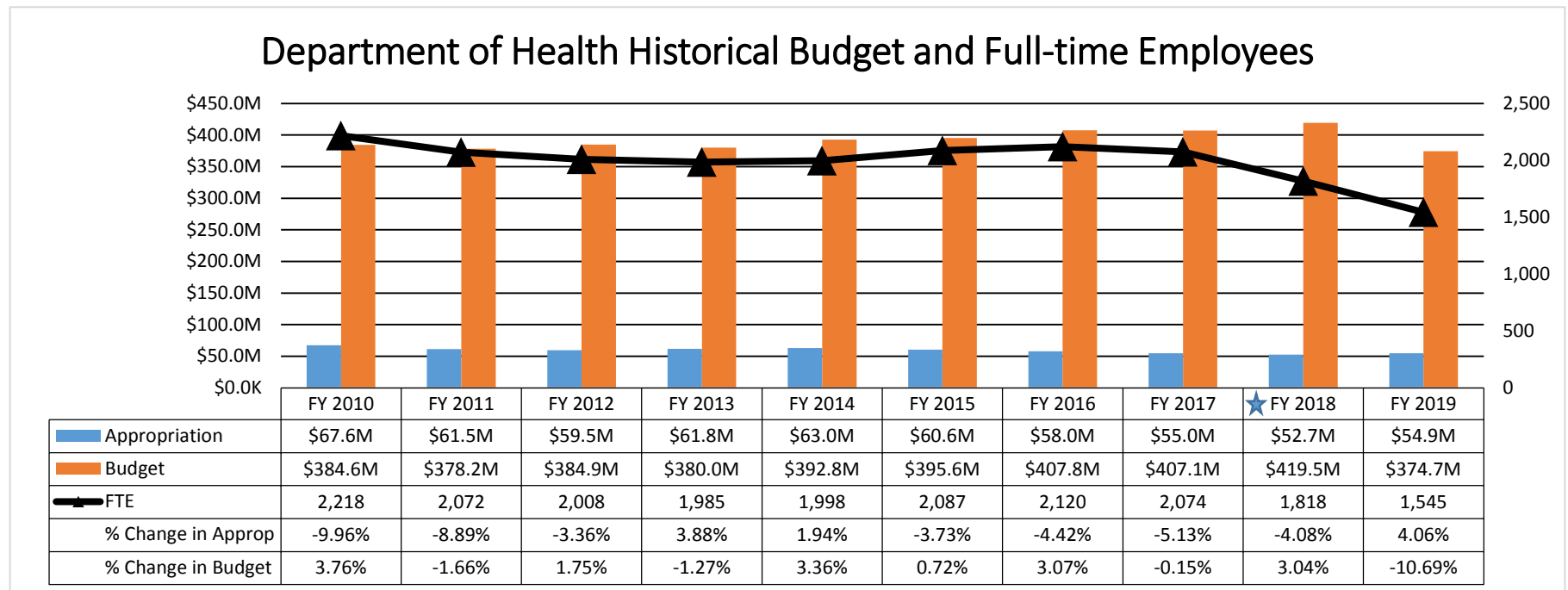
OSDH administers three customer health service programs. The Consumer Protection program is responsible for licensing, monitoring and inspecting hotels and motels, eating and drinking establishments, retail and wholesale food outlets, food manufacturers, public bathing places and all sources of ionizing radiation. The Occupational Licensing program protects life and property by licensing and inspecting barbers, hearing aid dealers, home inspectors and sanitarians. The Professional Counselor Licensing program promotes and enforces laws and regulations which govern the practices of licensed professional counselors, licensed marital and family therapists, licensed behavioral practitioners and licensed genetic counselors.

The Health Resources Development Service performs health protection and public assurance functions in the following program areas: health facility systems, managed care systems, Nurse Aide and Non-Technical Services Workers Registry, Home Care Administrator Registry and jail inspections.

## **Health Improvement Services**

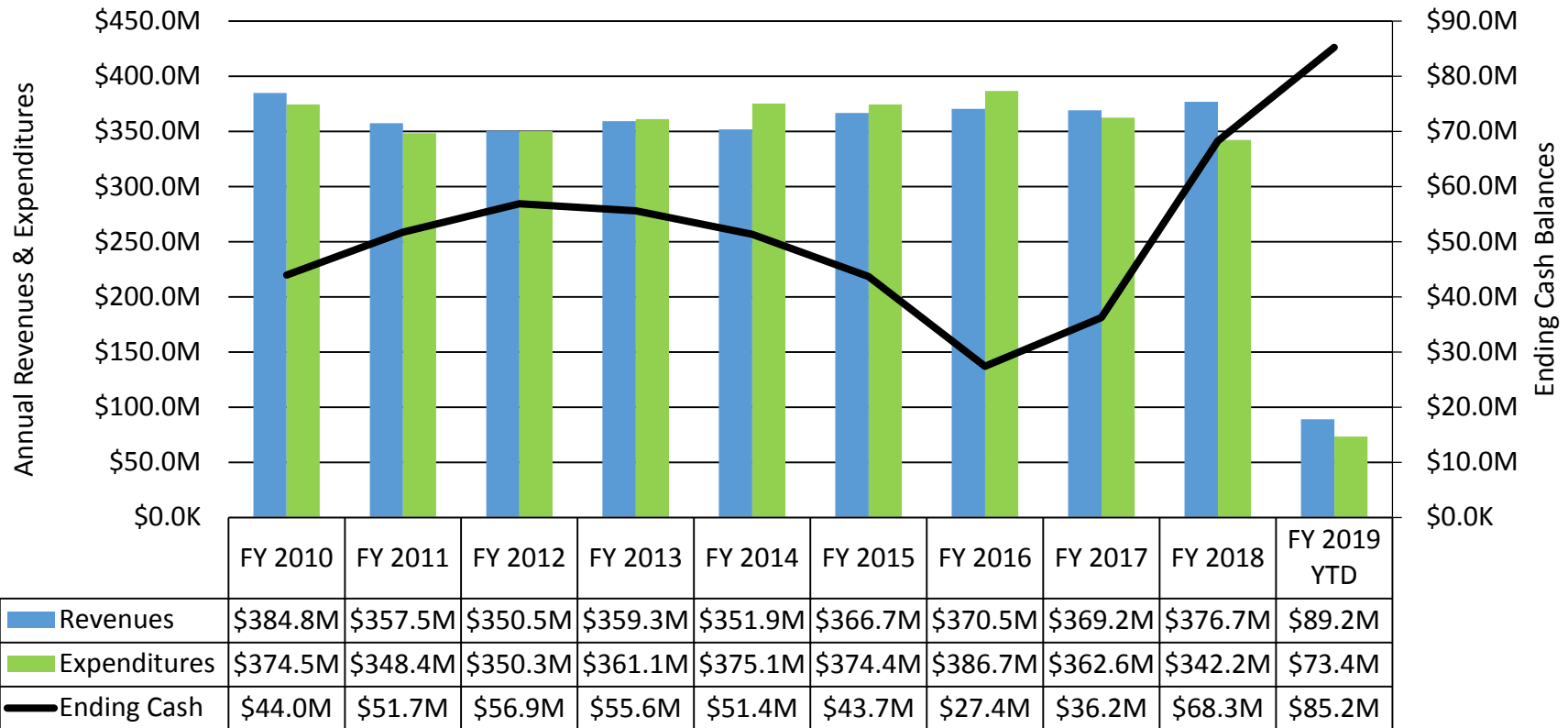
Health Improvement Services (HIS) focuses on the leading causes of death (cardiovascular disease and cancer) and provide a range of programs to prevent disease, disability or premature death. This includes working directly with communities, schools and businesses, aiming programs at specific populations suffering health disparities and transforming health care to improve outcomes, quality and cost. HIS assesses the health of the population, collects data on health care quality and costs, and makes data available to public health and health care practitioners, health serving entities, stakeholders and the public.

### III. Budget History



★ In FY 2018, the agency experienced a financial crisis that led to a supplemental appropriation of \$30 million, \$20.3 million of which has been budgeted in FY 2018. A more detailed explanation of this situation will be provided in a separate briefing.

## Department of Health Revenue, Expenditures and Ending Cash Balance



## IV. Goals and Projects

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### Accomplishments over the past year

- Not reported by the agency to date, pending board approval.

### Goals for the upcoming year

- Not reported by the agency to date, pending board approval.

### Major agency projects

- In 2017, via HB 2389, the agency was authorized to issue up to \$58,555,000 in bonds for “the construction of a new State Health Laboratory for the State Department of Health.”
- Pending board approval for more information.

### Savings and efficiencies

- Evaluated staffing levels to ensure they are at a level strategic to meet core services.
- County Health Department reduced costs by re-locating staff to the central office, eliminating extra computers, placing more economical and efficient copiers and aligning staff mileage reimbursement.
- OSDH has decreased receipting time and increased cash flow via usage of lockbox and other online applications.

## V. Budget Requests

Operating Request		FY 2020 Request	Ongoing?
1	State health laboratory	\$4,500,000	Y
2	Oklahoma Medical Marijuana Authority	\$5,875,223	Y
3	Childhood Lead Screening Program	\$882,787	Y
4	Immunization vaccines for children and adolescents	\$1,516,493	Y
5	Infectious disease prevention	\$830,525	Y
<b>FY 2020 request total:</b>		<b>\$13,605,028</b>	

### 1. State health laboratory

The new lab will improve current physical limitations, outdated mechanical systems, outdated air handling units and deterioration of current location which has decreased the lab's efficiency to optimize and validate new testing methodologies required by national accrediting agencies, College of American Pathology and Centers for Medicare and Medicaid Services. In 2017, the Department of Health was authorized to build this new health lab with the bond funds (see "Major Agency Project"), although they have not started this project yet. This funding change will be used to pay for principal and interest on the 20-year bond.

### 2. Oklahoma Medical Marijuana Authority

This request is to support OMMA's operations including: receiving and processing patient and commercial applications; answering questions from the public; and instituting and maintaining regulatory standards. As of Oct. 21, 2018, the Department of Health has collected approximately \$5.2 million in OMMA's application fee revenue.

### 3. Childhood Lead Screening Program

Increased provider education is needed to improve screening rates of children, and to protect Oklahoma's children from adverse health effects of lead exposure. In addition, a provision of screening through county health department clinics coordinated with primary care providers will provide safety net services.

### 4. Immunization vaccines for children and adolescents

This funding will allow the OSDH to provide necessary vaccines through county health department regional hubs to increase Oklahoma child immunization rates. OSDH will utilize state purchased vaccines to ensure accessibility of immunizations throughout the State of Oklahoma, and then to bill third-party insurers for vaccine and administration costs.

### 5. Infectious Disease Prevention

This funding will allow the OSDH to provide medications and other prevention efforts through county health departments necessary to prevent the spread of TB and STDs.

# Sources

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For further information, please contact the Office of Management and Enterprise Services at 405-521-2141.





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# Transition Document: District Courts

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# I. Agency Information

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## History and function

The Oklahoma court system is made up of the Supreme Court, the Court of Criminal Appeals, the Court of Civil Appeals and 77 District Courts. The Oklahoma District Courts are the trial courts of general jurisdiction in Oklahoma. There is a District Court in each of the state's 77 counties. These counties are organized into 26 judicial districts. The District Courts have original jurisdiction over all matters.

Website: [www.oscn.net](http://www.oscn.net)

Main phone: 405-556-9300

Enacting legislation: [Ok. Const. art. VII § 7](#)

## Mission

The mission of the District Courts is to provide a fair and impartial justice system.

## Governance and administration

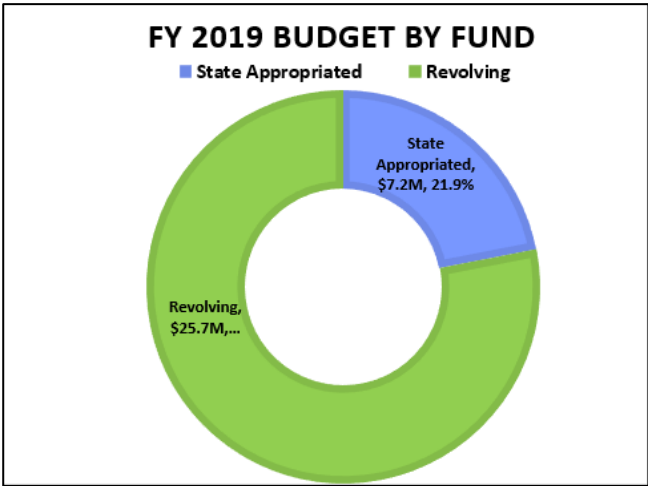
The majority of the judiciary in Oklahoma is composed of judges of the District Court. Often these judges serve as the first contact a party may have with the judicial system. District Court judges hear both civil and criminal matters, and they are the backbone of the judiciary.

Unlike most states, Oklahoma has two courts of last resort. The Supreme Court determines all issues of a civil nature, and the Oklahoma Court of Criminal Appeals decides all criminal matters. Members of these courts, and of the Court of Civil Appeals, are appointed by the governor from a list of three names submitted by the Oklahoma Judicial Nominating Commission.

Of the District Court judges, nine presiding judges are elected by their peers to assist in the administration of Oklahoma's trial courts. These judges, representing separate geographic areas, meet monthly with members of the Supreme Court and Court of Criminal Appeals to discuss the administration of justice and any developments affecting Oklahoma's judiciary. These meetings provide an effective forum for exchanging information by and between the trial judges and appellate judges.

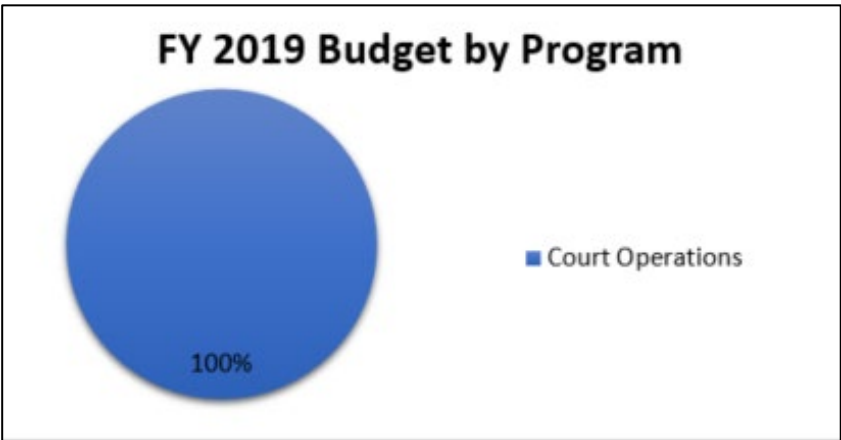
# FY 2019 budget summary

FY 2018 FTE	FY 2019 Total Budget
589.7	\$32.9M
FY 2019 Appropriation	FY 2018-19 Appropriations
\$90.5M	4.23%



## II. Programs

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## District Court Judicial Districts with Counties

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**District 1:**

Beaver, Cimarron, Harper, Texas

**District 2:**

Beckham, Custer, Ellis, Roger Mills, Washita

**District 3:**

Greer, Harmon, Kiowa, Jackson, Tillman

**District 4:**

Alfalfa, Blaine, Dewey, Garfield, Grant, Kingfisher, Major, Woods, Woodward

**District 5:**

Comanche, Cotton, Jefferson, Stephens

**District 6:** Caddo, Grady

**District 7:** Oklahoma

**District 8:** Kay, Noble

**District 9:** Logan, Payne

**District 10:** Osage

**District 11:** Nowata, Washington

**District 12:** Craig, Mayes, Rogers

**District 13:** Delaware, Ottawa

**District 14:** Pawnee, Tulsa

**District 15:**

Adair, Cherokee, Muskogee, Sequoyah, Wagoner

**District 16:** Haskell, Latimer, LeFlore

**District 17:** Choctaw, McCurtain, Pushmataha

**District 18:** McIntosh, Pittsburg

**District 19:** Bryan

**District 20:**

Carter, Johnston, Love, Marshall, Murray

**District 21:** Cleveland, Garvin, McClain

**District 22:** Hughes, Pontotoc, Seminole

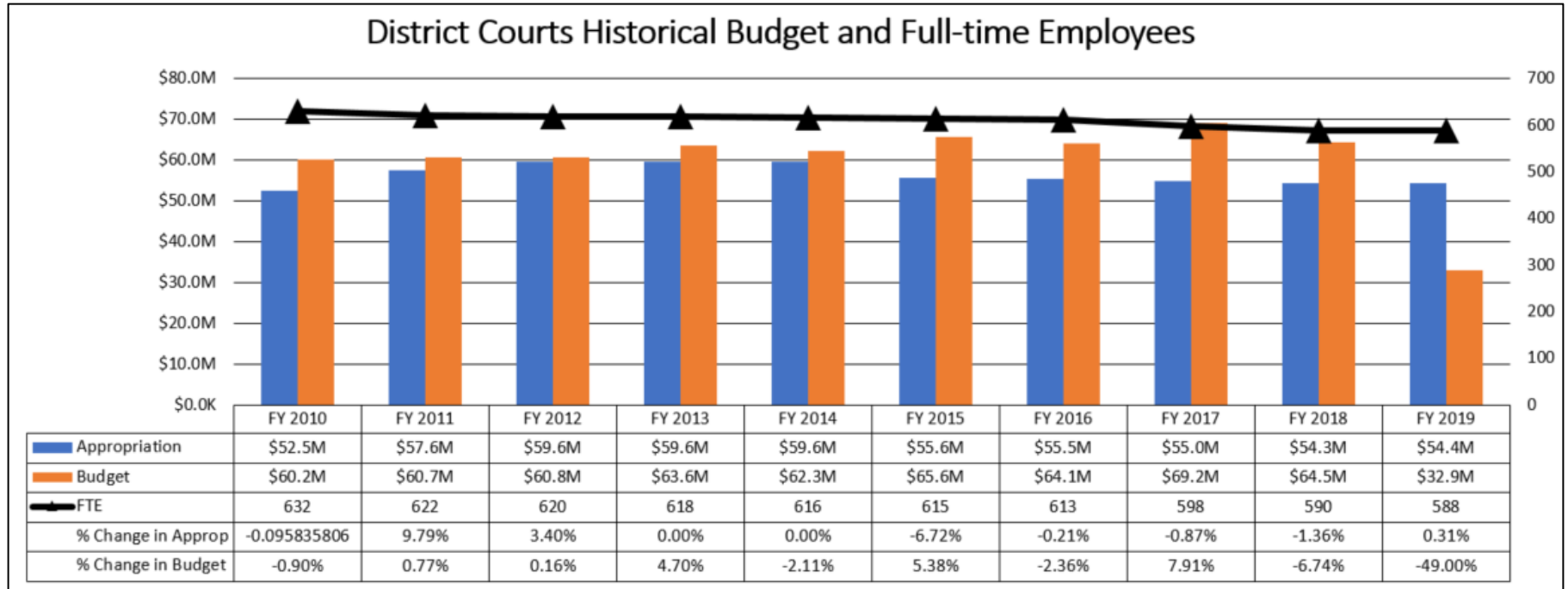
**District 23:** Lincoln, Pottawatomie

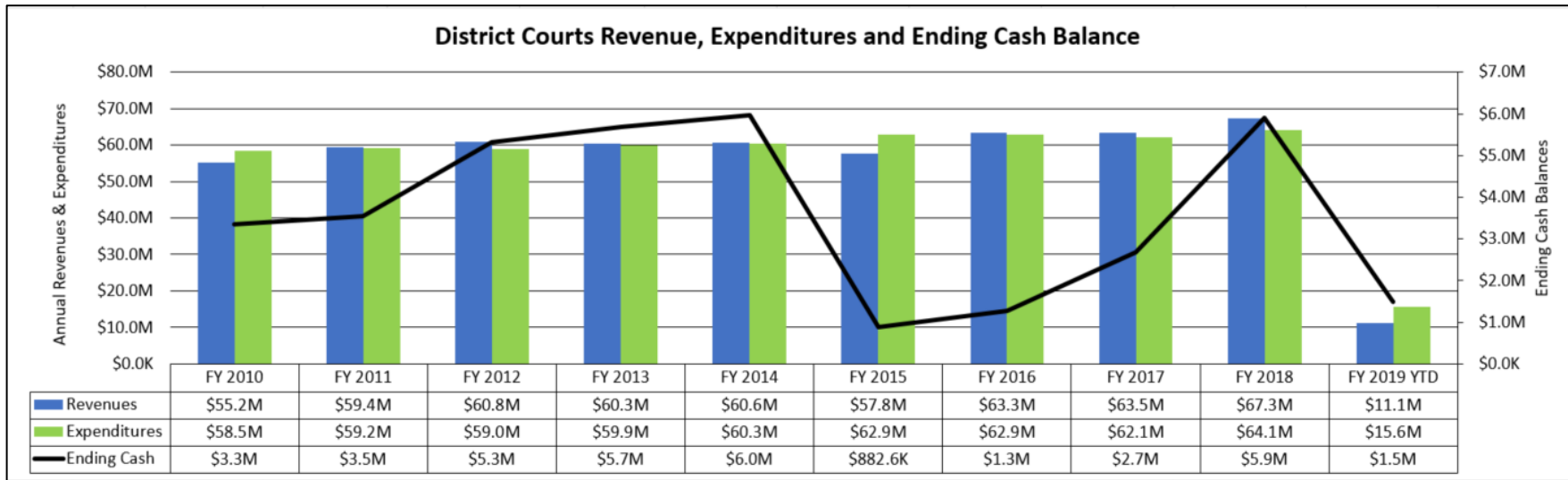
**District 24:** Okfuskee, Okmulgee, Creek

**District 25:** Atoka, Coal

**District 26:** Canadian

### III. Budget History





## IV. Goals and Projects

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### Accomplishments over the past year

- Increased the availability of alternative dispute resolution which decreased caseloads.

### Goals for the upcoming year

- To continue the mission.

### Savings and efficiencies

- Contracted court reporters save approximately \$40,000 annually per reporter.

## V. Budget Requests

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Operating Request		FY 2020 Request	Ongoing?
1	Replace Supreme Court Revolving Fund transfers with appropriate funding	\$10,745,000	Y
2	Judicial pay increase	\$2,510,000	N
3	Court reporter pay increase	\$337,000	N
<b><i>FY 2020 request total:</i></b>		\$13,592,000	

### 1. Replace Supreme Court Revolving Fund transfers with appropriated funding

The Supreme Court transferred over \$21 million to the District Courts between FY 15 and FY 18 from Supreme Court Revolving Funds to subsidize appropriation shortfalls. Those funds are now diminished to the point that no further transfers can be made.

### 2. Judicial pay increase

The judicial pay increase was approved by the Board on Judicial Compensation on Nov. 7, 2017.

### 3. Court reporter pay increase

Court reporters were inadvertently left out of HB1024 which gave a pay increase to state employees. Court reporter salaries are in statute (Title 20, Chapter 4, Section 106.9).



# Sources

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This document was prepared by the Office of Management and Enterprise Services.

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**Brandy Manek**

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**Jill Geiger**

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*Public Safety Analyst*

Sources for this document include the following:

- *Agencies, Boards and Commissions*, Oklahoma Department of Libraries.
- Budget request, agency information and strategic planning documents submitted by the agency to OMES.
- Official agency websites.
- Budget and financial data from the state's financial system of record.

For further information, please contact the Office of Management and Enterprise Services at 405-521-2141.



# **Transition Document: Oklahoma Tax Commission**

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# I. Agency Information

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## History and function

Since 1931, the Oklahoma Tax Commission (OTC) has held the responsibility of the collection and administration of taxes, licenses and fees that impact every Oklahoman. The collected revenues fuel such state projects as education, transportation, recreation, social welfare, and a myriad of other services.

Under the direction of the State Legislature, the Tax Commission manages not only the collection of taxes and fees, but also the distribution and apportionment of revenues to various state funds. Additionally, the Tax Commission distributes certain ear-marked funds to counties, school districts and municipalities throughout the state. Some of these ear-marked funds include collections from sales and use taxes as well as county lodging taxes.

Website: [www.ok.gov/tax](http://www.ok.gov/tax)

Main phone: 405-521-3160

Enacting legislation: 68 O.S. § 102

## Mission

OTC's mission is to serve the people of Oklahoma by promoting tax compliance through quality service and fair administration.

## Governance and administration

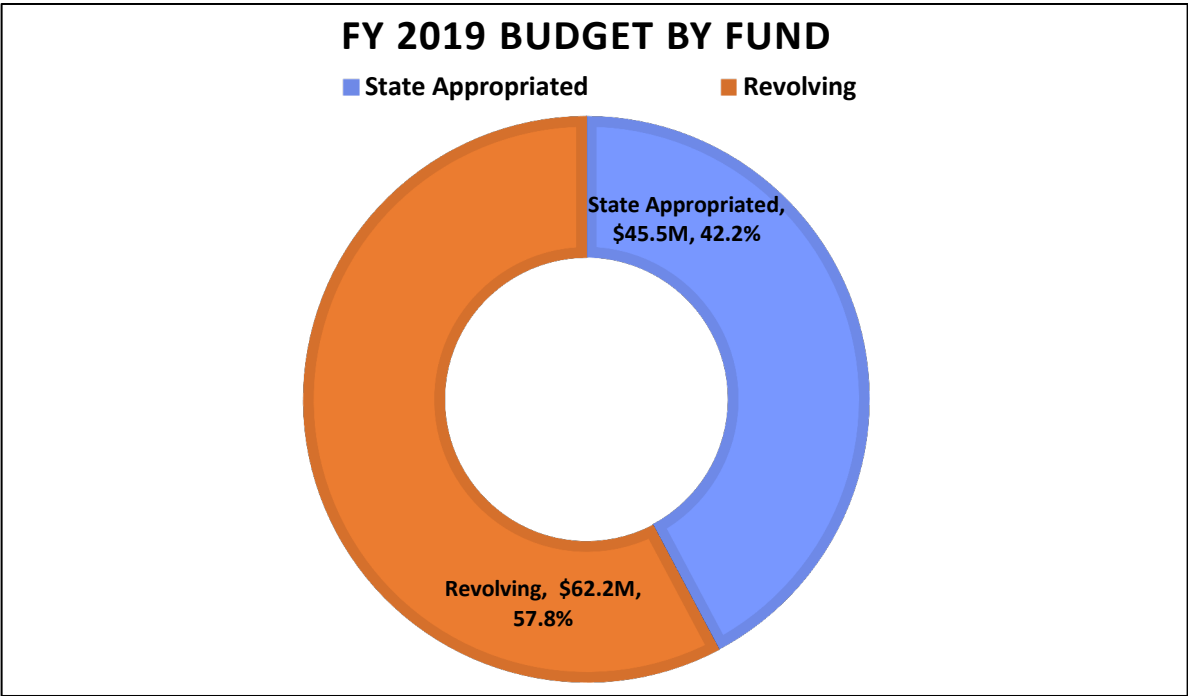
Each of the three members of the commission is appointed to a six-year term by the governor and confirmed by the state Senate. The governor will designate one member to serve as chairman, one member to serve as vice chairman, and one member to serve as secretary. No more than two members of the Tax Commission can be members of the same political party. The members of the Tax Commission are not subject to removal from office at the will and pleasure of the governor, but may be removed only for cause and in the manner provided by law for the removal of state officials not subject to impeachment. Currently, the commission is comprised of secretary-member Thomas E. Kemp, Jr (R), chairman Steve Burrage (D), and vice chairman Clark Jolley (R). Their terms expire Jan. 14, 2019, Jan. 11, 2021, and January 9, 2023, respectively.

The commissioners are responsible for the supervision of the administration and enforcement of state tax laws and the collection of a majority of all state-levied taxes and fees. Commissioner salary is currently \$139,745.

By appointment of the commissioners, Executive Director Tony Mastin, oversees the general practices of the agency. He is assisted by a team of professionals who staff the administrative offices of the agency, as well as 12 division directors whose staffs encompass the three major arms of the agency's organizational chart: customer service, revenue administration, and support services. The director salary is \$162,500.

**FY 2019 budget summary**

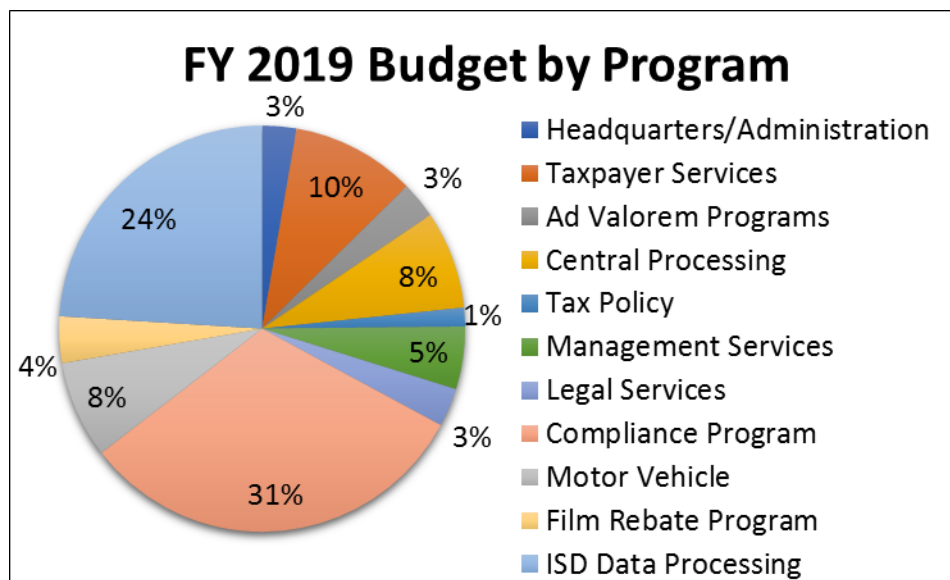
FY 2018 FTE 725.3	FY 2019 Total Budget \$107.8M
FY 2019 Appropriation \$45.5M	FY 2018-19 Appropriations 4.10%



The Agency Performance and Accountability Commission (APAC) has selected the Tax Commission to be among the six agencies audited this year, pursuant to House Bill 2311 and 62 O.S. § 8003. The audit is ongoing.

## II. Programs

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### Headquarters/administration

The headquarters activity includes the commissioners, administrative staff, law judges, executive director's office and internal audit. The commission is a full-time policy-making and judicial body responsible for the administration of tax laws of the state. The goal is to ensure that policies and rules promulgated by the commission are administered in the most fair and efficient manner. Voluntary compliance is promoted.

### Taxpayers services

Taxpayer services includes registration, taxpayer assistance, communications, account maintenance and problem research and resolution. Taxpayer services is a centralized point of contact for taxpayer inquiries. This activity issues licenses, permits and exemption certificates. It also ensures the accuracy and integrity of taxpayers' account data. A taxpayer assistance unit was formed consisting of a one-stop-shop to serve walk-in customers, handle phone inquiries, distribute forms and provide problem resolution.

### Ad valorem

The ad valorem activity monitors the valuation of locally assessed property and the valuation of centrally assessed property in Oklahoma. The purpose of this activity is to encourage the development of a professional, fair and equitable ad valorem system serving the taxpayers of Oklahoma. This includes encouraging professional standards and providing resources and technical assistance to enable county assessors to carry out their statutory responsibilities.

## **Central processing**

The central processing activity receives and processes all tax documents and remittances. It has expanded to include all document editing activities. The purpose of this activity is to process all documents and remittances received by the Tax Commission and post them to taxpayer accounts in the most efficient and accurate manner possible. This program is critical to the efficiency of other areas/ programs of the agency.

## **Tax administration**

This activity is a centralized unit responsible for development and review of tax policy and procedures, promulgation of rules and legislation, research and economic forecasting, and legal and administrative decisions. Tax Policy is responsible for the preparation and development of policy for commission adoption. The activity also provides revenue impacts for executive and legislative tax proposals and prepares the annual tax expenditure report.

## **Management services**

The Support Services unit includes management services, human resources, employee training, and computer-related functions. The purpose of this activity is to provide support to the entire agency relating to revenue accounting, apportionment, purchasing and all personnel functions.

## **Legal**

The legal activity includes managing litigation, handling protests, collection activity, bankruptcy and other legal proceedings. The purpose of this activity is to provide legal services to agency divisions involved in administration and collection of tax revenue.

## **Compliance**

The compliance activity includes all audit processes for the agency. Individuals and corporations are encouraged to pay delinquent tax liabilities through telephone contacts, office and field visits, and notice to show cause hearings. The purpose of this activity is to review taxpayer books, records, accounts or other financial documents to ensure statutory compliance and collection of delinquent tax debts. Participation in administrative delinquency hearings, filing liens and establishing payout plans is also a function of this activity.

## **Motor vehicle**

The motor vehicle activity issues tag, title and registration information for vehicles, boats and motors; and administers enforcement of laws pertaining to motor fuel. The purpose of this activity is the administration, enforcement, collection and reporting of motor vehicle and motor fuel taxes.

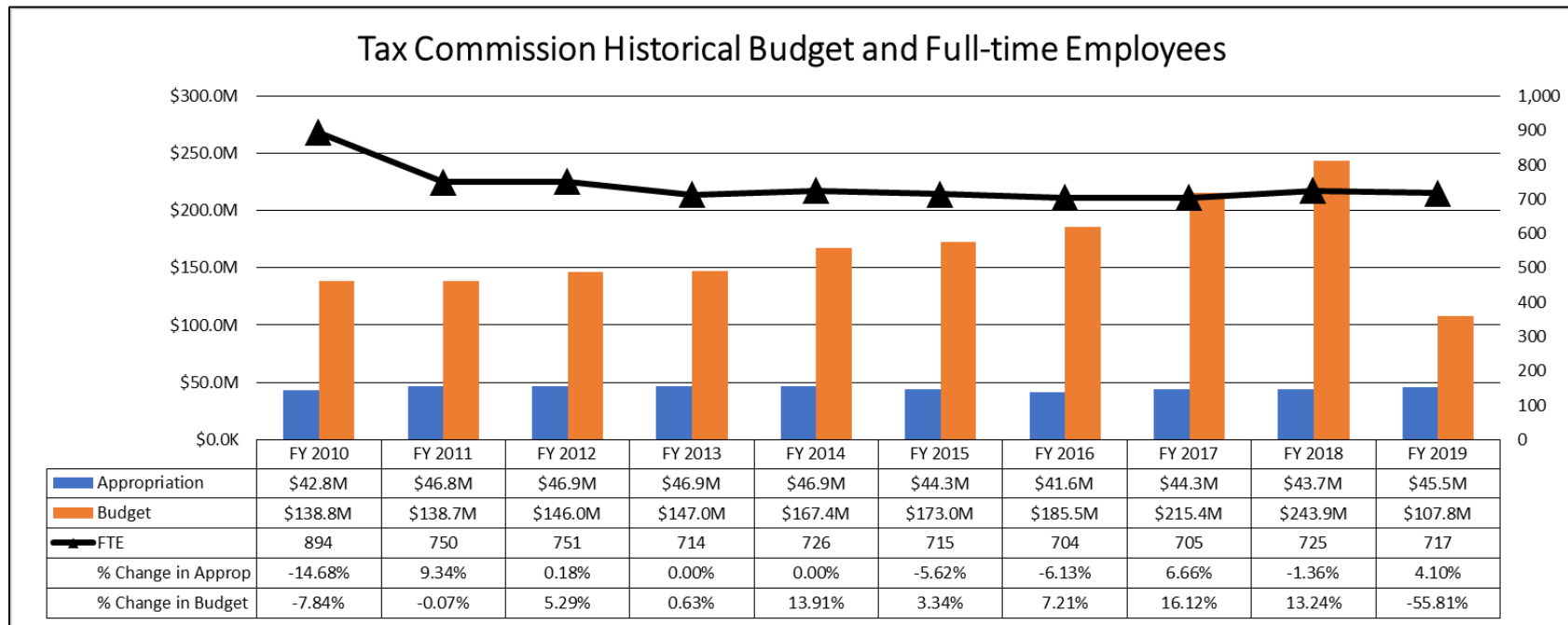
## **Film Rebate Program**

Rebate program established by the Legislature to attract film production in Oklahoma; the Tax Commission issues payment for all approved claims from funds in the Oklahoma Film Enhancement Rebate Program Revolving Fund created by the Compete with Canada Film Act. The provisions of the Act terminate July 1, 2024.

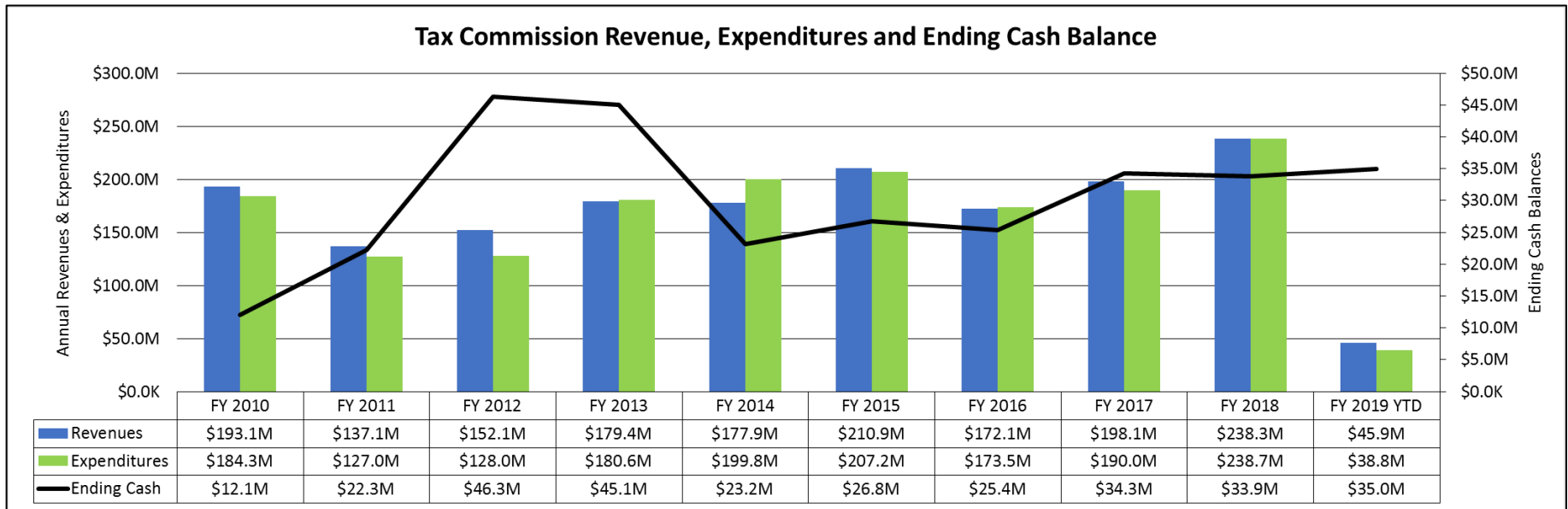
## **IS data processing**

The ISD data processing function provides computer support to the agency.

### III. Budget History







## IV. Goals and Projects

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### Accomplishments over the past year

- Implemented a new online payment plan option through OkTAP, allowing delinquent taxpayers to set up their own payment plan following agency guidelines.
- Reduced the number of temporary employees used for tax processing due to process improvements from new applications and equipment.
- Consolidated motor vehicle imaging operations into the agency's primary agency operations, reducing the number of imaging staff while at the same time reducing the number of days to post motor vehicle images to the agency's central repository.

### Goals for the upcoming year

- Redesign the entire OneLink Motor Vehicle system to accommodate recent legislative plate-to-owner changes.
- Implement E-Services as a part of the agency's OneLink Motor Vehicle system in order to allow taxpayers to conduct many motor vehicle-related functions via the internet.
- Acquire and incorporate new equipment and software for mailing correspondence, billings and returns in order to improve taxpayer service as well as minimize costs associated with bulk mail.
- Implement an electronic check-in system, initially in OTC's main office building, to streamline and improve taxpayer customer service experience when visiting the Oklahoma Tax Commission.
- Upgrade the agency's OkTAP system to be technology agnostic, allowing taxpayers to easily use the system regardless of the device with which they are accessing it.
- Design and implement changes required for medical marijuana registration, reporting, payments, revenue tracking and apportionment – including implementing a banking solution for safe and efficient handling of increased cash collections.
- Incorporate videos and interactive tools on the agency website that provide information to the taxpayer on how to register, file and pay using online tools.

### Major agency projects

- The Tax Commission will continue to enhance its web presence and convenience of services offered by incorporating new educational resources and implementing E-Services for the Motor Vehicle system.
- Projects related to recent legislative changes, including plate-to-owner motor vehicle registration and implementation of the medical marijuana tax, will be a major focus in FY 19.
- The OTC continues to work toward implementation of an e-check system to streamline and improve the customer service experience and increase efficiencies in OTC processes.

## **Savings and efficiencies**

- OTC leverages statewide contracts to ensure the best value is attained in all acquisitions. Furthermore, the agency continues to realize savings due to a reduction in the number of temporary employees required during peak seasons as a result of process and equipment improvements.

## **V. Budget Requests**

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The Tax Commission has not made any additional budget requests for FY 2020.

# Sources

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This document was prepared by the Office of Management and Enterprise Services.

**Denise Northrup**

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**Brandy Manek**

*Director of Budget, Policy and Gaming Compliance*

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- Budget and financial data from the state's financial system of record.

For further information, please contact the Office of Management and Enterprise Services at 405-521-2141.



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# **Transition Document: Office of Management & Enterprise Services**

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# I. Agency Information

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## History and function

The Office of Management and Enterprise Services (OMES) was formed through a series of agency consolidations in 2011 which created a central, unified government operations agency to provide financial, property, purchasing, human resources and information technology services to all state agencies. OMES also assists the governor's office with budgetary policy matters.

Website: [www.omes.ok.gov](http://www.omes.ok.gov)

Main phone: 405-521-2141

Enacting legislation: 62 O.S. § 41.3; 62 O.S. 34.3

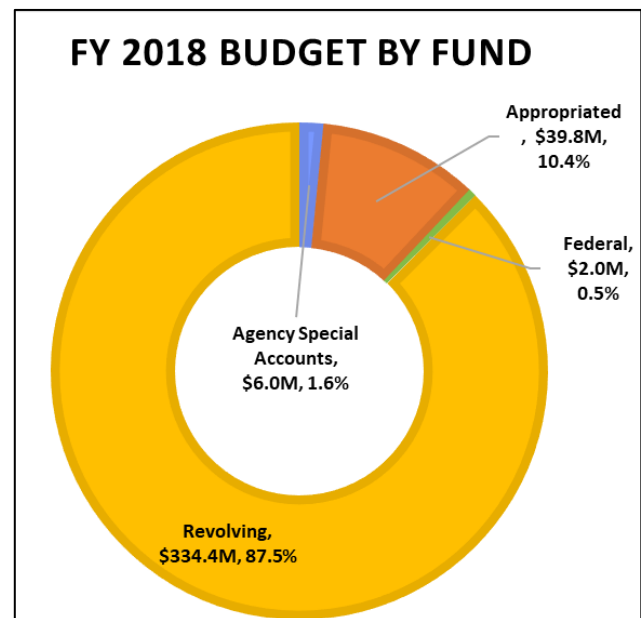
## Mission

Supporting our partners through unified business services.

## Governance and administration

OMES has no governing board. The director is appointed by the governor and the current annual salary is \$170,000. Denise Northrup was appointed director of OMES in February of 2018.

FY 2018 FTE 1,194.8	FY 2019 Total Budget \$95.5M
FY 2019 Appropriation \$42.1M	FY 2018-19 Appropriations 26.61%

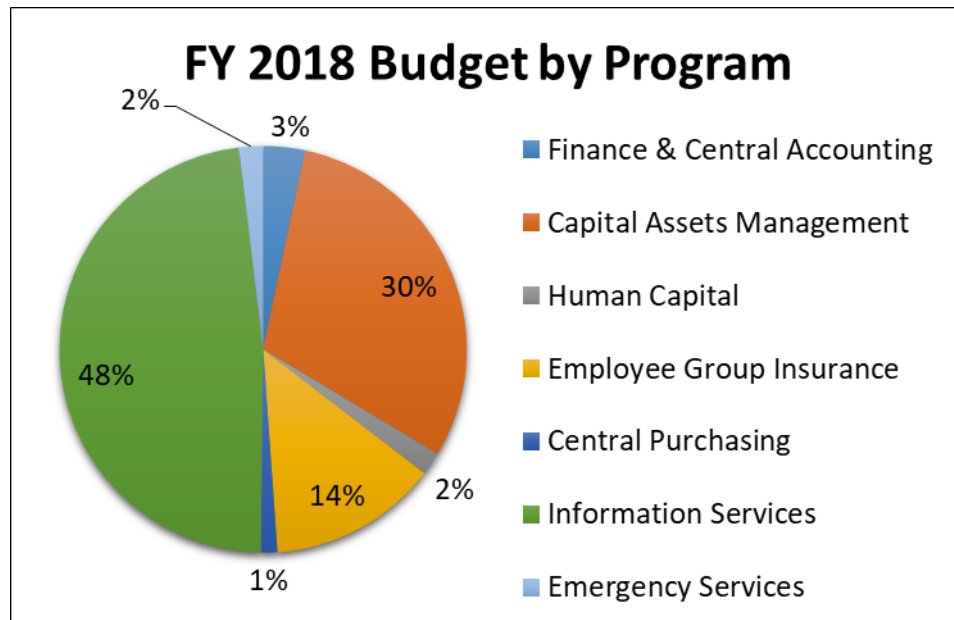


## FY 2019 budget summary

**Note:** The OMES FY 2019 budget has not been posted, so 2019 budgetary figures reflect temporary allotments that have been processed. \$5.96 million of the FY 2019 appropriation is for NACEA.

## II. Programs

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### Capital Assets Management

Central Printing and Interagency Mail oversees printing, mailing, and distribution services for the State of Oklahoma; state agencies; and any city, county, or municipality within the State of Oklahoma.

Fleet Management oversees the acquisition, leasing, rental, maintenance, repair and disposal of light-duty vehicles needed to conduct the state's business.

Federal Surplus Property Reutilization is the monitoring and requesting entity for equipment donated by the federal government to state agencies or to Local Enforcement Agencies (LEA) in Oklahoma. State Surplus Property Reutilization facilitates the reutilization of all state-owned materials, the Recycling Program for agencies within the Oklahoma City area, and public auctions of state-owned goods.

Risk Management manages property and liability coverage for both state and non-state entities including state agencies, higher education, rural fire districts, motor license agents, foster care parents, and conservation districts. Coverage is offered through both self-insurance and commercial policies.

State Facilities Strategy and Operations works at the statewide level to assist other agencies in their building operations, building assessments, and long-term strategies. In coordination with other divisions and departments of OMES, this unit is also responsible for the oversight of tenant relocations.

Construction and Properties contracts and administers construction, maintenance, and related consultant contracts; maintains the state-registered consultant list for state agencies, including schools and higher education; executes contracts; and manages approved capital improvement projects for state entities.



Real Estate and Leasing Services (REALS) provides real estate services and solutions, including defining agency space needs; property acquisition and disposal; requests for proposals and information; and preparing, negotiating, executing and managing contracts and easements. REALS also maintains a comprehensive inventory of all property owned or leased by the State of Oklahoma.

The Office of Facilities Management is responsible for the following services related to specific state-owned buildings: operations and maintenance; landscaping for the Capitol Park; onsite building managers; the Governor's Mansion operations, grounds, maintenance and upkeep; and administrative and project management for projects performed by the Office of Facilities Management.

Planning manages the Maintenance of State Buildings Revolving Fund, creates an overall picture of the state's long-term capital needs, advises the Capitol-Medical Center Improvement and Zoning Commission, and provides administrative services to other organizations.

Number of clients served: State agencies contract for the services within Capital Assets Management as needed or required.

## **Central Purchasing**

State Use is a mandated purchasing program that facilitates contracts between the State of Oklahoma and statutorily qualified organizations.

Statewide Procurement is the lead agent for statewide procurement and contracts. This department identifies statewide contract opportunities for goods and services including information technology; creates and manages statewide contracts for agencies' and affiliates' use; works closely with suppliers, agencies and affiliates to promote the use of those contracts; and tracks usage and administration fee payments. This department also assists agencies in procuring technology.

Agency-Specific Procurement assists agencies with purchases that are not on statewide contracts in compliance with the Central Purchasing Act; determines the procurement avenue through which items are purchased; and manages the Performance Information Procurement System (PIPS), sole source contracts, and solicitations including Request for Proposal (RFP), Request for Quote (RFQ) or an Invitation to Bid (ITB).

Administration and CPO Training is responsible for conducting training and certification for Certified Procurement Officers (CPOs). This department focuses on reporting and other programs that address compliance for Central Purchasing as a whole.

Number of clients served: Approximately 14,296 clients served in state agencies, county offices, higher education institutions, K-12 schools, career technology centers and municipalities.

## **Employees Group Insurance Division**

OMES Employees Group Insurance Division (EGID) administers the self-funded HealthChoice health, dental, life and disability plans available to state, education and local government employees and retirees. The division also contracts with commercial health, dental and vision carriers as alternatives. EGID handles many administrative functions internally and partners with national firms for consulting and other services specific to the industry in areas such as provider reimbursement, actuarial, medical and pharmacy claims management, and care coordination.

Number of clients served: 1,073 employer groups comprising approximately 290,000 covered state, education and local government employees and retirees.

# Finance, Budget and Central Accounting and Reporting

OMES Finance facilitates financial functions specific to OMES operations. Finance works with each division and department as partners to make strategic decisions driving long-term value. In addition, OMES Finance meets on a regular basis with divisions to discuss budgets, purchasing, accounts payable, cash management, rate determination, billing and tracking, and asset management.

Budget provides the following services:

- Thorough fiscal impact and legislative policy analysis to the governor's office.
- Assistance to agencies with budget entry and review.
- Research.
- Composition of the governor's proposed state budget.
- Creation of the Executive Budget Book.
- Budget and fiscal analysis and projections.
- State revenue tracking and analysis.
- Staffing for the Equalization Board.
- Serving as the official record of the state for budget information.

Performance manages the performance framework for the state's Performance Informed Budgeting Initiative, providing internal reviews for OMES and implementing specific agency priorities, goals and strategic initiatives.

Gaming Compliance ensures gaming entities operate in accordance with the currently effective Tribal Gaming Compact and federal regulations, participates in specific task forces with other state and federal agencies, and represents the state in federal litigation.

Statewide Accounting and Reporting attends to the state's general ledger and accounting, financial reporting and PeopleSoft support. This department also provides payroll shared services to approximately 60 state agencies.

Agency Business Services (ABS) performs financial transaction processing as a shared service to state agencies. Currently it serves approximately 60 state entities, providing support in the areas of budget, procure-to-pay, account reconciliation, financial reporting and billing, and accounts receivable.

Transaction Processing monitors and processes all expenditure transactions that go through the PeopleSoft system, such as the payment of employee payroll, travel vouchers, and supplier/vendor vouchers. This department certifies vouchers for payment issued by the state treasurer's office and manages the P-card program for state agencies.

Vendor Registration manages vendor files, online vendor registration, customer service, support of IRS compliance, and state agency direct deposit payment information for all state agencies including Higher Education.

Number of clients served: Every state agency as requested and required.

## Human Capital Management

Human Resources (HR) supports leadership in achieving organizational goals, handles human resources issues within OMES, and advises on human resources issues outside OMES including employee relations, training, benefits administration, interpretation of federal and state laws and statutes, recruitment, hiring, onboarding,

orientation, employee data management, occupational health and legal compliance. The department serves as the HR department for the governor's and lieutenant governor's offices.

Talent Management processes and reviews applications of both classified (merit) and unclassified (non-merit) positions within the state, develops and administers written and performance-based tests for merit system applicants and employees, and audits the processing of all human resource transactions for the State of Oklahoma involving hires, promotions, pay increases and demotions. Talent Management conducts a salary survey of private- and public-sector employers in Oklahoma and compares results to surrounding states. The results of this survey are compiled into an Annual Compensation Report which is presented to the governor and Legislature.

Employee Benefits Department (EBD) works with insurance companies to obtain benefits for state employees; administers insurance plans; and trains benefit coordinators at agencies. Premium and Flexible Spending manages the Flexible Spending Account program by issuing benefits credit cards, processing paper claims, reviewing requested documentation for approval or denial of expenditures, and providing customer service.

Strategic Workforce Services (SWS) helps customers prepare their workforce and organizations to better meet their missions through a combination of long-term strategic planning and practical workforce solutions. SWS provides services programs to agencies in the areas of acquisition, development, training, alignment and retention of talent to help customers meet their future talent needs.

Policy and Legislative Services provides legislative perspective and advice to agency staff, elected officials, constituents and other stakeholders. Policy and Legislative Services also supports the agency through OMES legislation, legislative relationships for OMES, constituent support, projects and research, and committees and boards.

Number of clients served: Every state agency as requested and required.

## **Information Services**

The Information Security Team protects mission-critical networks and the state's digital assets through technology, services and security best practices. Information security functions are organized into three general areas: Oklahoma Cyber Command; Unification of Central Security; and Business Continuity and Emergency Disaster Preparedness.

The Public Safety and Defense IT Service Team provides IT support functions for public safety agencies and oversees the Criminal Justice Information Systems Center for Excellence (CJIS CFE) program, which facilitates the unification of IT for all law enforcement agencies.

The Application Services Team supports existing statewide and agency-specific technology applications and develops new statewide and agency-specific technology applications, including: conventional applications, web and mobile applications, enterprise applications, and public safety applications; as well as performing the functions of systems analysis and creating and enhancing user interfaces and experience.

The External Relations and Service Quality Team supports Central Purchasing on IT-related procurement, assists agencies and affiliates with technology procurement, and establishes mutually beneficial partnerships with external entities. This team is also charged with establishing, maintaining and continually improving a quality of service program.

Technology Services supports the state with IT Infrastructure, a server team and Information Technology Operations Command Center, as well as supports state agencies that have been through IT Unification with customer services including service requests, projects, system enhancements and more.

The Enterprise Programs Service Team is responsible for resources and methodology for agency services such as IT governance, project management, business analysis, standards library creation and maintenance, and maintaining data center facilities. In addition, the director of Enterprise Programs is the executive sponsor to 30 partner agencies.

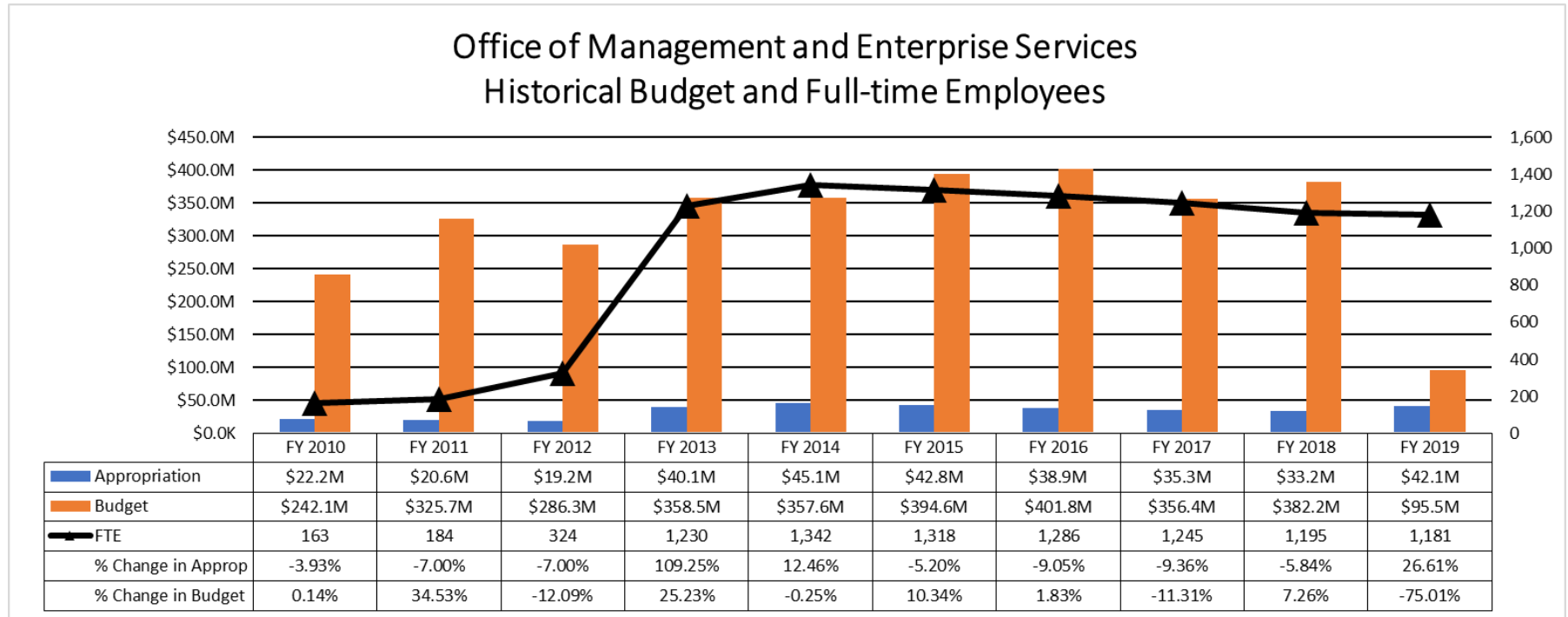
The Data Driven Service Team provides data management services for OMES and state agencies. Data management is defined as a common framework for cost-effective and efficient sharing and analysis of information across organizational lines; creation of structures that support collaboration for the secured sharing of data, information and knowledge; a framework to leverage data and information as an asset; and transparency support.

The SPARK (Strategy, Planning, Architecture, Research and Knowledge) Service Team focuses on strategic planning, enterprise architecture methodology and implementation, and research and knowledge to create a forward-looking, cohesive plan for state agencies and Oklahoma as a whole. This team stays current on IT problems and issues facing the state and seeks long-term, relevant solutions.

The Client Experience Service Team is responsible for assuring overall client satisfaction by serving customers' needs each day. The department oversees PC (personal computer) support, the service desk, and customer relationship management, which includes technical account managers and the customer care team.

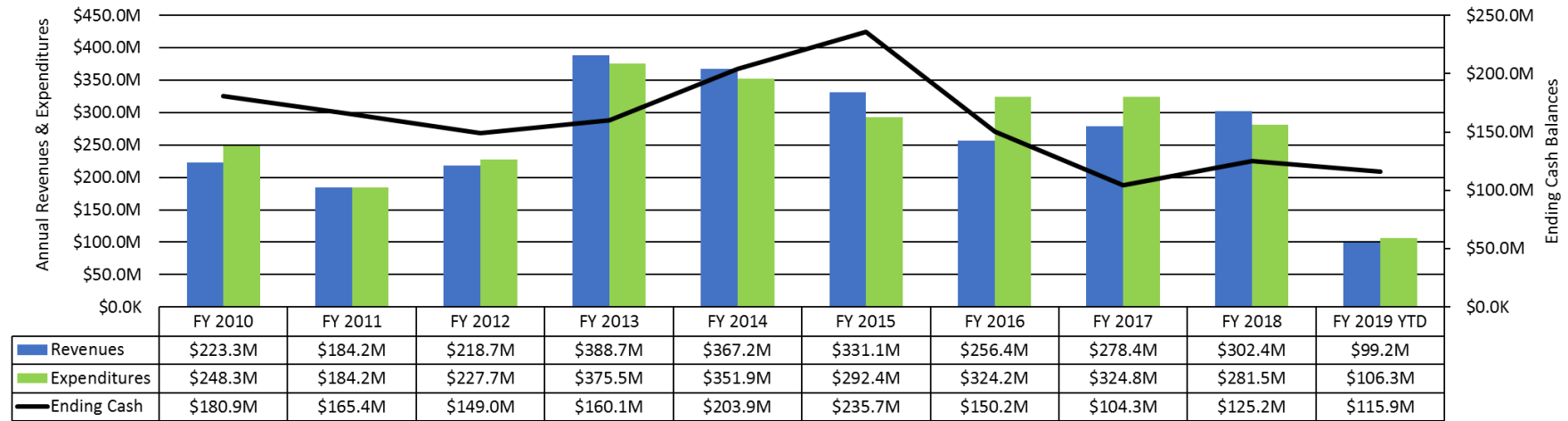
Number of clients served: Every state agency as requested and required.

### III. Budget History



**Note:** During the 2011 Legislative Session, House Bill 2140 was passed consolidating the Department of Central Services, the Office of Personnel Management, the Oklahoma State Employee Benefits Council, and the State and Education Group Insurance Board into the existing Office of State Finance to centralize administrative control and require cost reductions equal to 15 percent of FY 2012 legislative appropriations. After consolidation, in 2012, the office underwent a name change to become the Office of Management and Enterprise Services. IT consolidation began in 2011 with the passage of HB 1304. The Agency Performance and Accountability Commission (APAC) has selected OMES to be among the agencies audited this year, pursuant to House Bill 2311 and 62 O.S. § 8003.

### Office of Management and Enterprise Services Revenue, Expenditures and Ending Cash Balance



**Note:** During the 2011 Legislative Session, House Bill 2140 was passed consolidating the Department of Central Services, the Office of Personnel Management, the Oklahoma State Employee Benefits Council, and the State and Education Group Insurance Board into the existing Office of State Finance to centralize administrative control and requiring cost reductions equal to 15 percent of FY 2012 legislative appropriations. After consolidation, in 2012, the office underwent a name change to become the Office of Management and Enterprise Services. IT consolidation began in 2011 with the passage of HB 1304. In 2014 OCIA issued \$120 million of lease revenue bonds to repair the State Capitol building (HJR 1033). Another \$125 million was authorized in 2016 (HB 3168).

## IV. Goals and Projects

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### Accomplishments over the past year

#### Capitol Restoration Project –

- Fully completed restoration on three of 12 exterior elevations of the Capitol, including stone repair, mortar replacement, window restoration, stone cleaning and new gutters.
- Commenced major infrastructure work in the west wing of the Capitol basement.
- Began construction on the new secretary of state office space.

#### Central Purchasing –

- Expanded use of statewide purchasing contracts.
- Expanded training opportunities for Certified Procurement Officers (CPOs) utilizing subject matter experts from OMES divisions through monthly webinars.
- Deployed mobile technology to reduce operational expenses.

#### Central Accounting and Reporting –

- Implemented process improvements to streamline vendor registration and added security measures for registering for EFT payments.
- Reduced staff by 10 percent through restructuring after VOBs.
- Contracted with an additional five agencies for financial shared services.

#### Employees Group Insurance Division –

- Implemented the second phase of HealthChoice hospital outpatient reimbursement changes which will materially reduce plan costs.
- Implemented program to actively engage HealthChoice members with Select providers to improve coordination of care, patient outcomes and achieve lower costs.
- Developed electronic eligibility import for education and local government entities to eliminate redundant processes.

#### Human Capital Management –

- Formed a Professional and Technical Education group to deliver job specific training for agencies.
- Created the L.E.A.D. (Lifelong Education and Development) development program as a competency-based leadership development program which includes mid-level management training.
- Created a Knowledge Center for agencies contracted for HCM shared services.
- Worked with Oklahoma Department of Veterans Affairs to implement JobAps to process their internal applications.
- Partnered with IS to complete the final stages of IT consolidation.

- Expanded the agency onboarding program to welcome new employees and encourage a smooth transition to OMES employment.

#### **Information Services –**

- Completed the six-year IT Unification initiative including 111 state agencies with estimated IT cost-savings/avoidance in excess of \$328M.
- Completed the construction of the Criminal Justice Information Systems Center for Excellence data center for law enforcement IT unification.
- Transitioned 181 organizations to a new, consumption-based IT service rate model.
- Completed the transition of over 12,000 phones to current voice technology.
- Completed telecommunication connectivity upgrades for 113 remote agency sites to increase speed, reliability and security.
- Completed 268 agency-specific projects with 90 percent completed within budget.
- Implemented CyberWarn 8.0 to support the state’s CyberCommand Security Operations Center.

#### **Statewide Budget and Performance Office –**

- Planned and facilitated a retreat for OMES to review and revise the elements of the agency strategic plan and goals.
- Published the agency’s first core functions glossary detailing all agency functions and appropriate contact information.
- Conducted employee and customer satisfaction surveys and compiled, analyzed and presented results to agency leadership.

## **Goals for the upcoming year**

#### **Capitol Restoration Project –**

- Complete sixth floor Senate office suite.
- Complete secretary of state’s office suite.
- Complete OMES office suite.
- Complete three exterior elevations of the Capitol.

#### **Central Purchasing –**

- Implementation of vendor master agreement.
- Develop vendor-specific training instruction.
- Create capstone certification for Central Purchasing Officers (CPOs) beyond current base certification.

#### **Capital Assets Management –**

- Develop statewide facility assessment plan.
- Develop continuity of government plan.
- Repair and restore Oklahoma Governor’s Mansion.



### **Central Accounting and Reporting –**

- Simplification of statewide accounting policy.
- Conversion of six additional institutions of higher education to the state’s vendor file.
- Increase savings through shared services.
- Successfully implement payroll system.
- Merge shared services for payroll and finance.

### **Employees Group Insurance Division –**

- Successfully transition to new third-party administrator for HealthChoice claims payments.
- Implement extensive HealthChoice care management program for entire population to better manage chronic conditions.
- Improve speed and efficiency of updates to HealthChoice provider reimbursement methodology.

### **Human Capital Management –**

- Create a training program for OMES supervisors to assist in carrying out the agency’s mission in attracting and retaining top talent.
- Rollout a comprehensive workforce planning and culturization pilot for OMES.

### **Information Services –**

- Execute 508 projects for partner agencies and affiliates;
- Utilize Innovate Oklahoma to further reduce agency IT costs, increase citizen services and jump-start the Oklahoma tech economy;
- Deploy Security Education Awareness Training (SEAT) to state agencies.
- Continue to enhance state’s cyber security posture through additional updates to CyberWarn.

### **Statewide Budget and Performance –**

- Improve customer service by cataloging and improving existing agency processes.
- Improve statewide transparency and accountability.
- Improve the agency’s emergency preparedness.
- Improve OMES onboarding process.
- Improve efficiency of the security provisioning process.

## **Major agency projects**

### **Central Purchasing –**

- Launching Certified Procurement Officer (CPO) stratification for IT certification.
- Completing Phase I of the paperless filing system conversion and started Phase II.
- Streamlining vendor registration process (multi-year project).
- Expanding use of statewide purchasing contracts to school districts through vendor outreach and utilization.

### **Capital Assets Management –**

- Facilities database upgrade.

### **Central Accounting and Reporting –**

- Converting higher education vendor files to increase the number of payments that can be made electronically.
- Implementing new GASB standards.

### **Employees Group Insurance Division –**

- Revamping HealthChoice Select program to enhance financial savings and engage members earlier in the provider selection process.

### **Human Capital Management –**

- Updating the state's Human Resources Information System (HRIS) to enable the state to unify, streamline and enhance the HR experience through technology.
- Implementing a cultural branding project to unify the many facets of OMES with mission-specific goals and objectives.
- Formalizing a comprehensive OMES classification and compensation plan for all OMES job titles/positions.

### **Information Services –**

- Completing the implementation of modern mobility/collaboration tools for state employees.
- Continue telecommunication connectivity upgrades for remote agencies to increase speed, reliability and security.
- Continuing to enhance state's cyber security posture through additional updates to CyberWarn.

### **Statewide Budget and Performance –**

- Cataloguing agency processes and apply Lean Six Sigma techniques as appropriate.
- Facilitate and support the development of the agency's Business Continuity Plan/Continuity of Operations Plan.
- Updating the data tools and analytics and performance objectives.
- Revising onboarding process for IT equipment requirements.
- Implementing Strategic Services shared service to assist state agencies with obtaining stakeholder input and facilitating large strategic planning events.

## **Savings and efficiencies**

### **Central Purchasing –**

- Expanded statewide contract usage with partnerships with education.
- Oklahoma Procurement training realized \$1,554,671 savings for state agencies in 2017 through online certification and continuing education credits.

### **Employees Group Insurance Division –**

- Anticipated savings of \$25.5 million in HealthChoice plan costs for 2017 due to second phase of hospital outpatient reimbursement changes.

- Reduced HealthChoice third-party administrator costs of \$5.3 million over five-year contract compared to current administrator.
- Received data analytics as part of new HealthChoice third-party administrator contract which will eliminate the need for a separate vendor.
- Consolidated commercial benefit contracting duties, reducing duplication of work and staffing, and also providing vendors with a more efficient and consistent process.

**Information Services –**

- Completed the six-year IT Unification initiative including 111 state agencies.

## V. Budget Requests

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### Supplemental Requests\*

Supplemental Request		FY 2020 Amount
1	Information Services operations	\$23,000,000
2	Renovate Governor's Mansion	\$7,500,000
3	OMES agency SAI operational audit	\$108,000
<b><i>FY 2020 request total:</i></b>		<b>\$30,608,000</b>

\*Supplemental requests are funds requested from the Legislature before the end of the current fiscal year.

### 1. Information Services operations

This supplemental request is to fill the deficit in the Information Services division, and is needed as soon as possible. In FY 2018, daily expenditures were \$468,490, while the daily receipts were \$389,233, creating an annual deficit of \$21 million.

Due to the size and scope of our operations, we have receivables at any given time of \$8-16M in the IS division alone, and the budget crisis over the past several years has complicated our ability to recover our costs from the agencies we are required to provide services to. Despite what some state agencies may say regarding OMES service rates, we have federal oversight with the annual Statewide Cost Allocation Plan, which has shown that we are following federal law, and not recovering more than our cost.

OMES has exhausted any surplus in revolving funds during the budget crisis, given the continued annual deficit in the IS division. Further, revenue from the Computer Enhancement fund, which previously subsidized the efforts of the division, has now ended. The CapGemini report conducted in 2010 stated that the process of consolidating the state's information technology services should begin with a \$100 million bond, which did not occur.

The request includes \$2 million for an additional server needed to ensure that agencies such as DHS never lose access to their vital applications when server maintenance has to be performed. OMES is unable to add this to the FY 2019 rates, and therefore will be unable to recover the cost of the new server for FY 2019.

The IS division of OMES has significant cash flow issues in Fund 210, due to the daily deficit in revenue received. This issue has prevented OMES from closing out the previous fiscal year due to outstanding payments. In addition, it has been increasingly challenging to pay bills to one of the state's largest vendors, ORACLE. The additional funding will allow OMES to recover from the current backlog in payment, and will ensure vendors in FY 2019 will be paid in a timely manner. It will increase the efficiency of operations in Finance and IS by relieving the additional time and effort that managing the cash flow issue currently requires.

Note that these funds would be required each year.

## 2. Renovate Governor's Mansion

The Governor's Mansion was constructed in 1928. Its endurance over the years through drought, depression, war time, social change and technological revolution is reflective of the importance of this structure and its perseverance.

This funding would allow for the following:

- Update the electrical, mechanical, plumbing and life safety infrastructure to current codes.
- Address below grade water intrusion and storm water drainage issues.
- Repair or replace damaged roofing and gutter components, limestone repair and re-pointing to stop water infiltration and deterioration.
- Replace all windows.
- Repair the substructure; re-install and refinish the floor.

After completion of this renovation, there would be a 30+ percent reduction in utility costs through operational efficiencies as well as avoided costs for reactive maintenance over the next 50 years.

## 3. Agency operational audit

This funding would pay for the costs associated with the mandated operational audit by the state auditor's office, which was not funded.

## Operating Requests

Operating Request		FY 2020 Request	Ongoing?
1	State capital assets maintenance	\$14,000,000	Y
2	Fleet acquisitions	\$600,000	
3	Desktop computer refresh	\$38,000	N
4	Statewide accounting	\$127,000	Y
5	Security equipment	\$200,000	Y
6	Judicial building operations	\$1,337,000	Y
7	Replace aging printer	\$150,000	N
<b>FY 2020 request total:</b>		\$16,452,000	

## **1. State capital assets maintenance**

Capital Assets Management (CAM) requests an increase of approximately \$14 million in appropriations to offset the operational costs and capital improvement costs needed to properly operate and maintain state buildings.

In the past, CAM has relied on a partial deferred maintenance program and been primarily reactive; the agency would like to transition to a proactive approach with a true deferred maintenance program. This increase in funding would also allow OMES to modernize areas of buildings that have long been neglected, such as restrooms and tunnels.

If funds are not appropriated for deferred and ongoing maintenance, OMES will have to increase rent to the state agencies in these buildings.

## **2. Fleet acquisitions**

OMES requests funding for vehicles which require replacement and which have increased in cost.

## **3. Desktop computer refresh**

OMES is requesting funding to update desktop computers to conform to the leasing standard established by the state's chief information officer.

## **4. Statewide accounting increases**

Funding is requested in order to:

- Increase the budget for the payroll processing group (shared services and OMES) in anticipation of additional shared service clients; OMES currently serves 63 agencies and OMES with eight processor employees. Using shared services provides a significant cost savings for agencies statewide. The increase is for one additional processor employee (contingent upon new clients) and slight pay increases for key processors. Pay increases would allow OMES to be more competitive and reduce turnover rates which have been increasing recently.
- Pay increased fees by the state auditor charged for auditing the state CAFR and for the Single Audit;
- Pay mandates from the General Accounting Standards Board (GASB) or other outside parties. For example, new OPEB (Other Post-Employment Benefits) requirements now compel OMES to obtain an annual actuarial valuation. GASB statements are occurring at an accelerated rate and require a great deal of expertise and effort to implement. Consulting services are an absolute necessity to fulfill the requirements of these pronouncements.
- Pay increase in training expenses from \$40K to \$56K. Central Accounting and Reporting (CAR) has a significant number of employees who have various professional certifications warranted by their positions. In addition, many state and national regulations and pronouncements are complex and require special training, often involving travel.

## **5. Security equipment**

OMES will assume responsibility for operational maintenance and capital repairs and replacement of security equipment used by the Department of Public Safety in buildings owned or managed by OMES. This will include, but not be limited to, magnetometers, x-ray machines, security cameras, and associated software and peripheral components.

Short-term savings will be realized by establishing a single inventory of these life safety items, identifying deficiencies early, thus allowing repairs to be made in a timely manner. The long-term cost effectiveness is that these critical devices will be programmed with preventive maintenance and calibration recommended by the National Institute of Justice and Office of Law Enforcement Standards.

## **6. Judicial building operation**

This request would fund renovation of the Wiley Post building provided for the occupancy of the Administrative Office of the Courts. As a Judicial Branch of government, the court does not pay rent for the use of this facility. There has been no additional appropriated funding provided for the general operation, maintenance and long-term capital improvements for the facility.

## **7. Replace aging printing equipment**

OMES is requesting funding to replace critical printing equipment used daily to fulfill OMES print orders. The current printing plate maker is 9.5 years old and will need 14 banks of lasers replaced over the next couple of years at a cost of approximately \$4,000 each. The company that manufactured the plate maker and proprietary plate material was recently acquired by another company. Since that point, OMES has experienced great difficulty in obtaining a consistent supply of reliable equipment from the new company. Based on this experience, it is unlikely that the company will be able to provide quality material, parts and service that are crucial to continued operation of such daily printing services.

# Sources

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This document was prepared by the Office of Management and Enterprise Services.

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**Ahmed Baqir**

*Public Safety Analyst*

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- Budget request, agency information and strategic planning documents submitted by the agency to OMES.
- Official agency websites.
- Budget and financial data from the state's financial system of record.

For further information, please contact the Office of Management and Enterprise Services at 405-521-2141.





# **Transition Document: University Hospitals Authority and Trust**

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UNIVERSITY HOSPITALS  
AUTHORITY & TRUST

# I. Agency Information

## History and function

In 1998, the University Hospitals Authority and Trust (UHAT) was formed as part of an historic agreement that united the state, a private corporation and the University of Oklahoma (OU) in a partnership many credit with moving health care in Oklahoma toward world-class status. University Hospitals Authority and Trust devotes its resources to a variety of projects on campus.

Website: <https://uhatok.com/>

Main phone: 405-271-4962

Enacting legislation: Statue 63 O.S. § 3207

## Mission

The mission of the University Hospitals Authority and Trust is to be a catalyst for medical excellence, to support medical education and clinical research and to assure the best care available to all Oklahoma citizens regardless of means while growing essential alliances and maximizing utilization of state and federal resources.

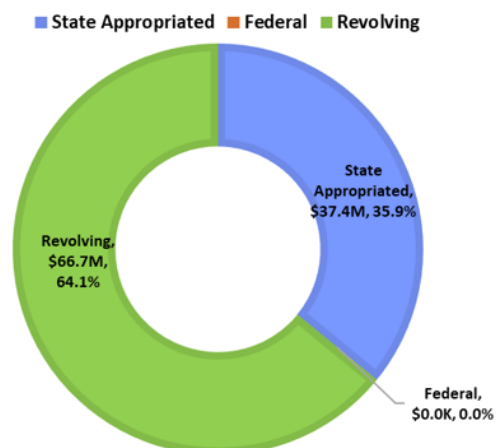
## Governance and administration

The Board of UHAT is comprised of six members. Each of the following parties appoints one member: the governor with the advice and consent of the State Senate, the president pro tempore of the State Senate, the speaker of the House of Representatives, the provost of the University of Oklahoma Health Sciences Center, the director of the Oklahoma Health Care Authority and the chief executive officer of the University Hospitals Authority and Trust. Dean Gandy, appointed by the board, has served as chief executive officer since 1994.

## FY 2019 budget summary

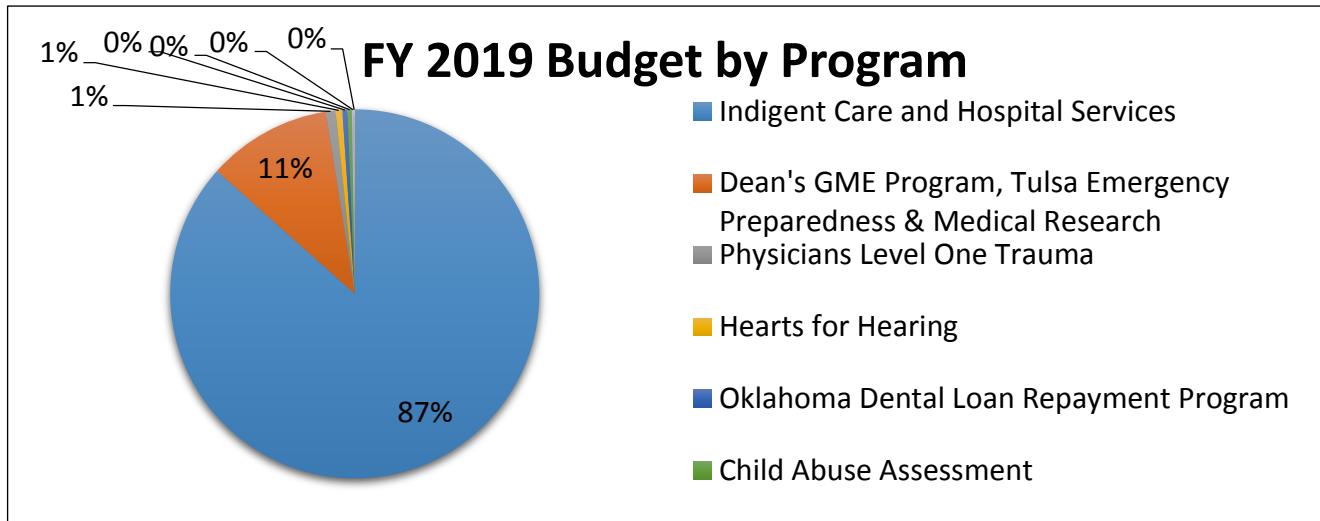
FY 2018 FTE <b>0</b>	FY 2019 Total Budget <b>\$104.1M</b>
FY 2019 Appropriation <b>\$37.4M</b>	FY 2018-19 Appropriations <b>0.00%</b>

### FY 2019 BUDGET BY FUND



Note: UHAT's employee salaries are paid by the trust.

## II. Programs



### Indigent Care

The agency uses the Teaching Hospital Reimbursement Payment (THRP) Program to subsidize these activities. THRP is a Medicaid Upper Payment Limit (UPL) supplement from the Oklahoma Health Care Authority (OHCA). It is only available to Level I Trauma Centers. UHAT provides the state share for the payment from its appropriations and Level I Trauma receipts from the Oklahoma State Department of Health (OSDH).

### Hospital GME/DRG

UHAT provides the state share to OHCA for this statewide program. Every teaching hospital in the state benefits from the Dean's Graduate Medical Education (GME) program and every provider benefits from the DRG match UHAT provides. It is the equivalent of a 1 percent across-the-board rate increase.

### Dean's GME

Graduate Medical Education (GME) is the residency program that was created in 1998 and is administered by the OHCA. State matching funds were provided to UHAT because the Legislature could not direct these funds to the Oklahoma State Regents for Higher Education (OSRHE). UHAT transferred these funds to OHCA along with additional funds provided by OU and OSU on a quarterly basis. OHCA used those funds as the state share for a supplemental Medicaid payment directly to the medical schools. UHAT coordinates with OHCA for the GME program.

This program has been a state/federal partnership since 1996. UHAT receives a portion of the state share for this program from the Legislature and governor through the appropriations process. UHAT does not benefit directly from the program. OU, OSU and the Physicians Manpower Training Commission (PMTTC) are the direct beneficiaries. OU and OSU transfer additional state share to UHAT each quarter. UHAT transfers those funds,

along with the appropriations it receives for this purpose, to OHCA. OHCA matches those funds with federal dollars and then makes payments directly to the OU College of Medicine and the OSU College of Osteopathic Medicine to support their schools. OHCA, OU, OSU and PMTC were notified by the Centers for Medicare and Medicaid Services (CMS) on Dec. 11, 2017, that CMS would no longer contribute federal funds to this program. In addition, CMS is seeking repayment of the prior two quarters of federal funds totaling \$31,770,310. Preliminary estimates indicate that this decision by CMS will cost OU approximately \$8,463,390 of federal funds per quarter of each fiscal year, or \$33,853,560 annually. OSU's impact will be roughly \$7,087,374 in federal funds per quarter or \$28,349,496 annually. PMTC will lose approximately \$169,853 in federal funds per quarter or \$679,413 annually. These losses begin accumulating with the quarter that ends Dec. 31, 2017. OHCA has 60 days to appeal the decision reached by CMS from the date they received notification. They have begun that process.

## **University Support**

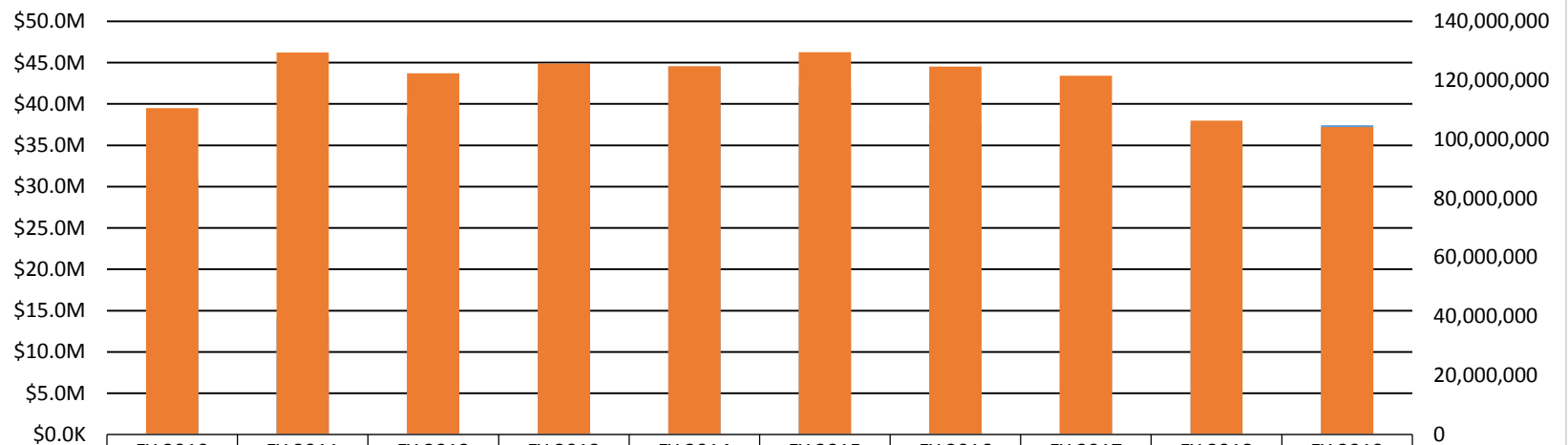
UHAT provides funding to the University of Oklahoma for a variety of programs as directed by the Legislature. Those programs include: Physician's Level I Trauma, the Child Study Center, the Tulsa Emergency Preparedness Program, the Child Abuse Assessment Program at Children's Hospital and OPHES.

## **Other Programs**

UHAT provides funding to the Hearts for Hearing Program which assists children with hearing and educational services. The agency provides funding to the Dental Foundation for mobile dental services for the medically indigent.

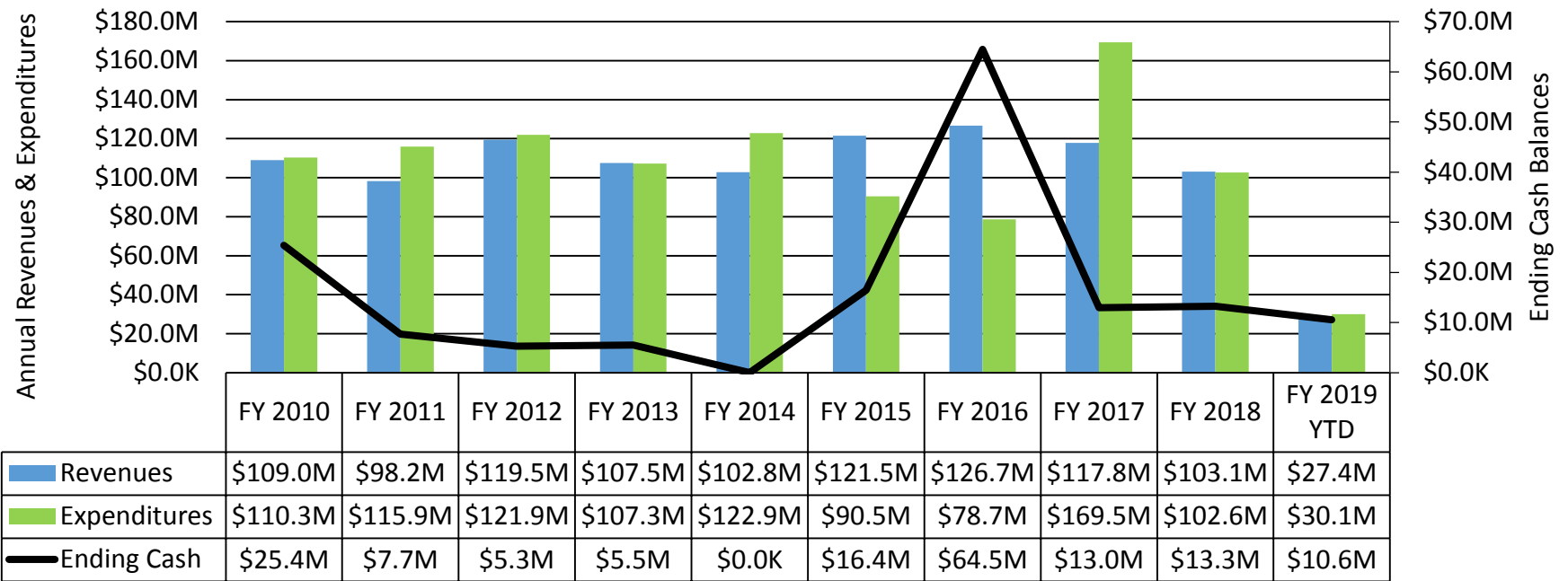
### III. Budget History

University Hospitals Authority Historical Budget and Full-time Employees



Note: UHAT's employees' salaries are paid by the trust.

## University Hospitals Authority Revenue, Expenditures and Ending Cash Balance



## IV. Goals and Projects

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### Accomplishments over the past year

- UHAT successfully completed a merger agreement and new joint operating agreement (JOA) related to the operation of the OU Medical Center. It will generate over 300 new private sector jobs and ensure that profits from the operations of OU Medical Center are reinvested in Oklahoma.
- Stephenson Cancer Center received National Cancer Institute Designation with the support from UHAT.

### Goals for the upcoming year

- Continue to provide a supporting role to OU and OSU as they negotiate a settlement with Centers for Medicare and Medicaid Services (CMS) regarding the Dean’s Graduate Medical Education (GME) Program.
- Continue to support the Indigent Care mission of the campus with the new operating partner.
- Continue to support the University of Oklahoma’s research and teaching mission on campus.

### Major agency projects

- Negotiating a new Joint Operating Agreement with OU Medicine Inc. with support from the Legislature, governor, attorney general and Supreme Court.
- Constructing a new \$385 million bed tower.

### Savings and efficiencies

- UHAT has reduced its number of full-time state employees from over 4,000 to zero through the JOA.
- The authority has no administrative costs other than liability for OPERS-related costs of pre-JOA state employees, audit expenses, and OMES Risk Management and processing fees.
- UHAT’s administrative function is managed by University Hospitals Trust.
- Agency IT functions are managed by OUHSC.

## V. Budget Requests

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Operating Request		FY 2020 Request	Ongoing?
1	No additional budget request for FY 2020	\$0	N
<b><i>FY 2020 request total:</i></b>		\$0	

# Sources

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# **Transition Document: District Attorneys Council**

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# I. Agency Information

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## History and function

The District Attorneys Council (DAC) is the state agency that provides support to Oklahoma's 27 elected district attorneys and their staff. The DAC's primary function is to strengthen the criminal justice system by providing professional training and technical support, administering federal grant programs, paying claims to victims of crimes, and providing support to district attorney offices for financial and personnel services.

Website: [www.ok.gov/dac](http://www.ok.gov/dac)

Main phone: 405-530-2800

Enacting legislation: 19 O.S. § 19-215.28

## Mission

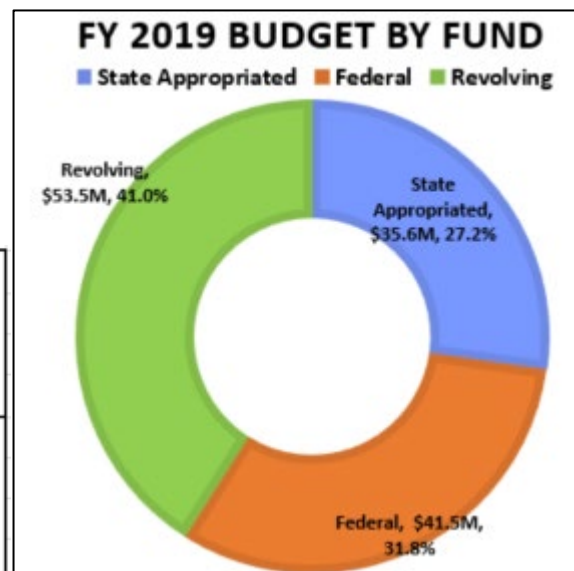
The mission of Oklahoma's district attorneys is to protect the public through proactively advocating as ministers of justice for public safety and welfare, and through educating and collaborating with communities, law enforcement and policy makers while supporting staff through personal and professional development and peer support.

## Governance and administration

The council is comprised of the following members: The president of the Oklahoma District Attorneys Association, the president-elect of the Oklahoma District Attorneys Association, a district attorney selected by the Court of Criminal Appeals for a three-year term, a district attorney selected by the Board of Governors of the Oklahoma Bar Association for a three-year term and the attorney general.

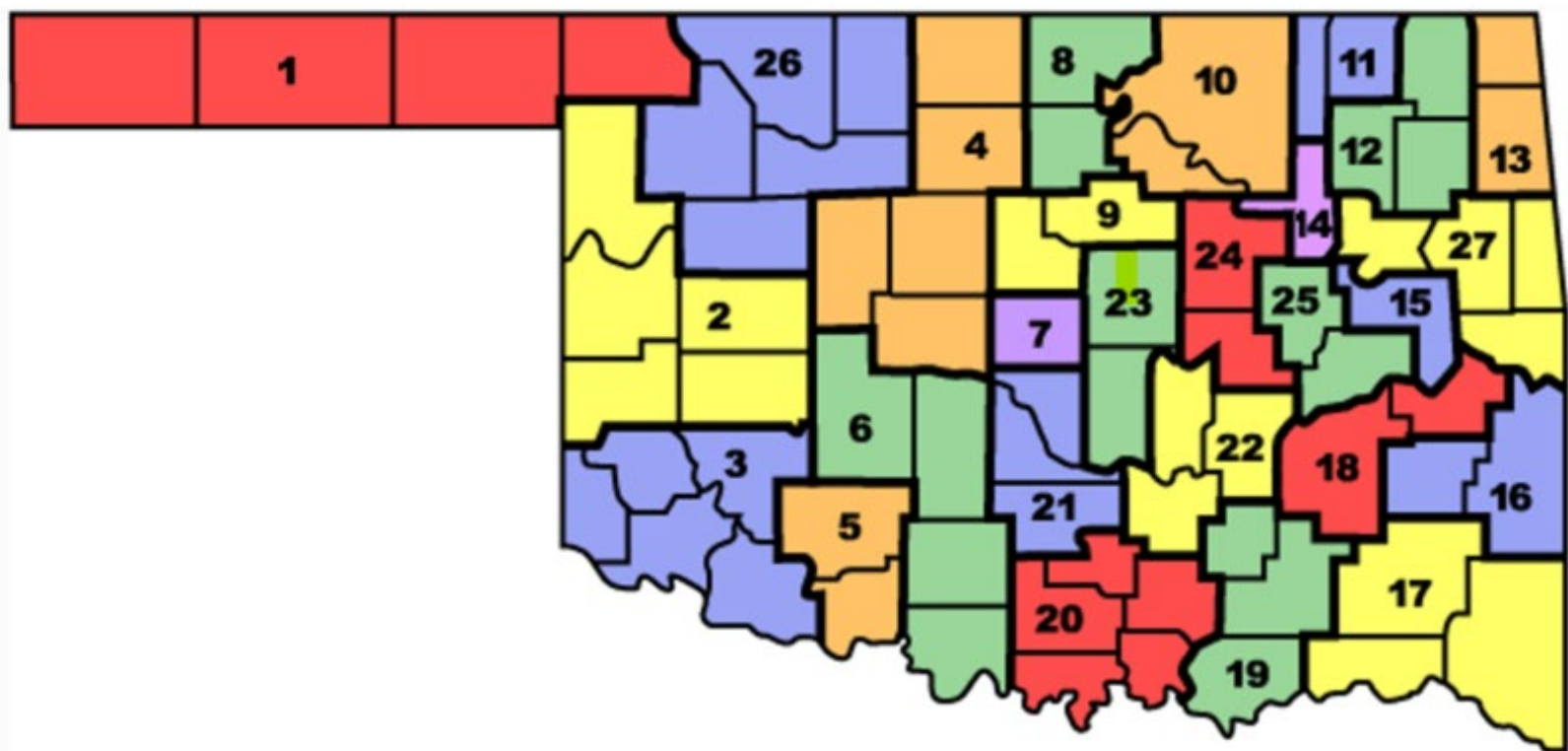
## FY 2019 budget summary

FY 2018 FTE 1020.2	FY 2019 Total Budget \$130.6M
FY 2019 Appropriation \$36.1M	FY 2018-19 Appropriations 10.75%



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## District Numbering



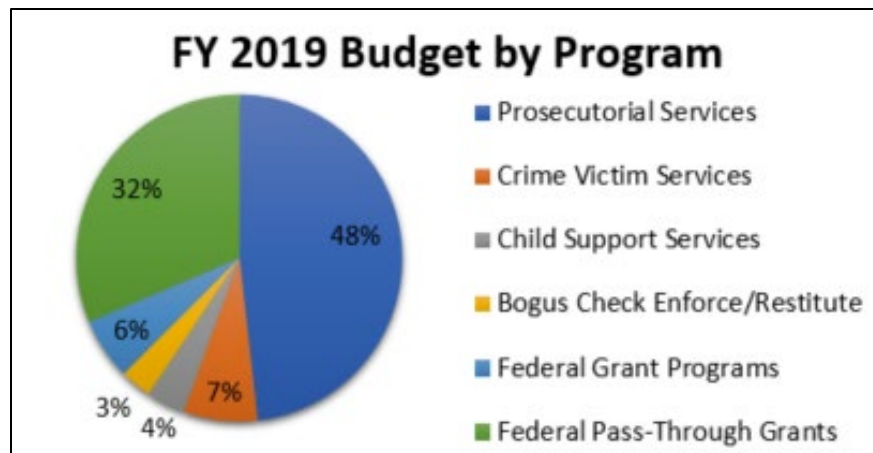
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District	District Attorney	Counties Served
1	Mike Boring	Beaver, Cimarron, Harper, Texas
2	Angela Marsee	Beckham, Custer, Ellis, Roger Mills, Washita
3	Ken Darby	Greer, Harmon, Jackson, Kiowa, Tillman,
4	Mike Fields	Blaine, Canadian, Garfield, Grant, Kingfisher
5	Fred Smith	Comanche, Cotton
6	Jason Hicks	Caddo, Grady, Jefferson, Stephens
7	David Prater	Oklahoma
8	Brian Hermanson	Kay, Noble
9	Laura Thomas	Logan, Payne
10	Rex Duncan	Osage, Pawnee
11	Kevin Buchanan	Nowata, Washington
12	Matt Ballard	Craig, Mayes, Rogers
13	Kenny Wright	Delaware, Ottawa
14	Steve Kunzweiler	Tulsa
15	Orvil Loge	Muskogee
16	Jeff Smith	Latimer, LeFlore
17	Mark Matloff	Choctaw, McCurtain, Pushmataha
18	Chuck Sullivan	Haskell, Pittsburg
19	Emily Redman	Atoka, Bryan, Coal
20	Craig Ladd	Carter, Johnston, Love, Marshall, Murray
21	Greg Mashburn	Cleveland, Garvin, McClain
22	Paul Smith	Hughes, Pontotoc, Seminole
23	Richard Smothermon	Lincoln, Pottawatomie
24	Max Cook	Creek, Okfuskee
25	Rob Barris	Okmulgee, McIntosh
26	Christopher Boring	Alfalfa, Dewey, Major, Woods, Woodward
27	Jack Thorp	Adair, Cherokee, Sequoyah, Wagoner

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## II. Programs

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### Prosecutorial services

The 27 elected district attorneys of the State of Oklahoma are responsible for the prosecution of state crimes, all juvenile delinquency actions, actions involving abused or neglected children and mental health cases, as well as serving as legal advisor to the counties.

Number of clients served: 3.7 Million.

### General administration

The District Attorneys Council provides general administrative support to the prosecutorial system by processing personnel, fiscal and other financial operations of district attorney offices; providing training and legal research support; acting as liaison between the district attorney system and other parts of the criminal justice system; providing general information and coordination of district attorney system activities as needed; and by representing the district attorneys system as liaison to other areas of government.

### Child support

Through cooperative agreements with DHS, seven district attorneys provide child support enforcement services to enforce child support obligations by all available and appropriate civil and criminal remedies.

### Bogus check

These programs are self-supporting systems of deferred prosecution, providing restitution to victims of crimes involving bogus checks and certain property crimes. They provide an alternative to traditional prosecution and incarceration of offenders through diversion of cases prior to filing through the court system. These alternative types of prosecution reduce costs of the prosecution, court and correction systems, as they are completely funded through fees and require no state appropriations. In past years, funds derived from this program have assisted with temporarily preventing wide-spread furloughs and lay-offs. In recent years, however, revenues have been decreasing as more merchants utilize electronic means to verify checks and more offenders use debit cards.

## **Federal grants**

This activity encompasses federal grant funds which the District Attorneys Council and district attorneys have been awarded or administer. Major programs include the Edward Byrne Memorial Justice Assistance Grant (JAG), Violence Against Women Act (VAWA), and Victims of Crime Act (VOCA). The FY 2018 budget for the council and the district attorneys includes approximately \$7.2 million within this program. These funds are intended to assist in providing case services or to enhance services provided by district attorney offices.

## **Drug Asset Forfeiture**

The Drug Asset Forfeiture program is a system of cooperative law enforcement activity at the local level in which assets used in illegal drug operations may be forfeited. Proceeds from the sale of these assets go to district attorneys and law enforcement entities involved in the seizures. The monies are used for drug enforcement, prosecution, prevention and education.

## **Federal pass-through grants**

The council is designated by the governor to administer the Edward Byrne Memorial Justice Assistance Grant (JAG), Violence Against Women Act grant (VAWA), Residential Substance Abuse Treatment grant (RSAT), the Coverdell National Forensic Science Improvement Grants (NFSIA), Sexual Assault Services Program (SASP), and Victims of Crime Act (VOCA). The council also has three discretionary grants – Grants to Encourage Arrest Policies and Enforcement of Protective Orders Program (Arrest), the National Criminal History Improvement Program (NCHIP), and the NICS Act Record Improvement Program. These funds, other than discretionary grants, are received by this agency and disbursed to other applicants by boards established to award the funds. The council provides administration of the funds, including compliance with federal reporting requirements, monitoring and regulations regarding awards. Funds are used to provide grants to governmental and non-profit organizations to assist victims of crime, to further combat drug and violent crime, to provide enhanced services to crime victims, and to stop violence against women.

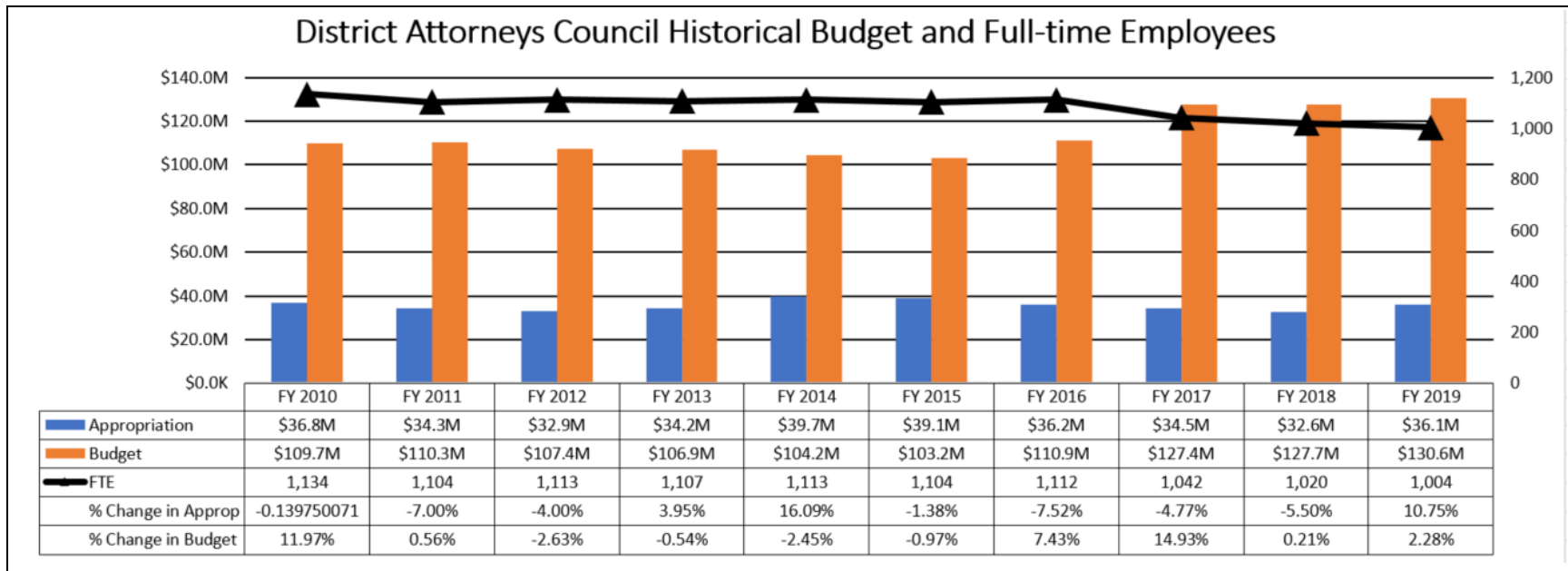
## **Crime victim services**

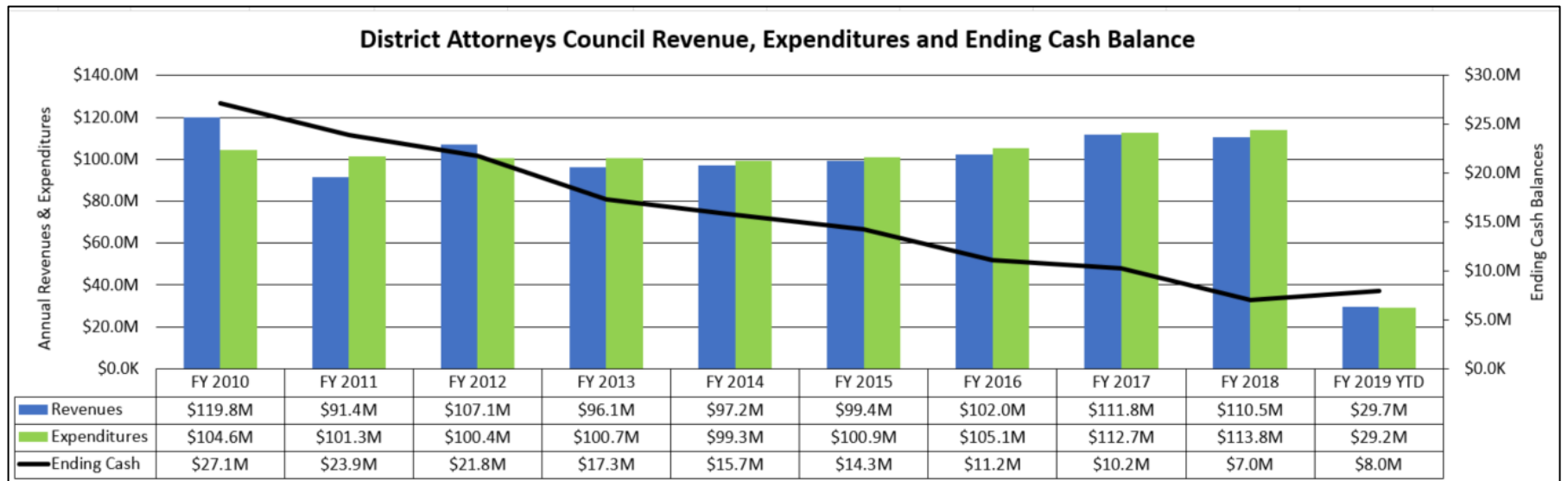
The purpose of this program is to provide compensation for economic losses sustained by persons who are injured in Oklahoma as a result of criminally injurious conduct. It is the mission of this program to provide statutory benefits to eligible victims of violent crime in a compassionate, efficient and respectful manner. The funds used to assist victims of violent crime come from offenders at the state and federal levels. It is the intent of this program to provide a method of compensation for victims of crime that will provide financial relief for victims and hold offenders accountable.

## **Information technology**

The District Attorneys Council IT Division provides technical and computer services to all offices of local district attorneys and the District Attorneys Council. In addition, it assists with providing information to the criminal justice system as whole.

### III. Budget History







## IV. Goals and Projects

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### Accomplishments over the past year

- The DAC was successful in gaining legislative and gubernatorial support for SB 322 which amended 10 O.S. § 40.4 by removing the requirement that notice of deprived review hearings be sent to tribes by certified mail, allowing notice by regular mail. This small change will result in thousands of dollars in savings to district attorney offices across the state.

### Major agency projects

- Continuing DAC and Office of Management and Enterprise Services collaboration by an MOU for implementation and oversight of the Uninsured Vehicle Enforcement Program. This is the type of agency collaboration that makes government more efficient, effective and responsive to the citizens of Oklahoma.

### Savings and efficiencies

- DAC has recently entered into an MOU to utilize the services of certain personnel at the Oklahoma Department of Commerce for alterations, adjustments and additions to the online grant management system (OKGrants). By entering into this agreement, the DAC will realize approximately 75 percent cost savings when such alterations, adjustments or additions to the program are needed. Additionally, this will result in more timely adjustments to the program, with less downtime.

## V. Budget Requests

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Operating Request		FY-2020 Request	Ongoing?
1	Increase current ADA salaries by 5% per year for the next three years.	\$1,007,233	Y
2	Increase First ADA salaries by 5% per year for the next three years.	\$168,573	Y
3	IT Upgrades based on a system review conducted by DAC.	\$1,518,194	N
4	Increase the number of ADA's in the system by 43.	\$2,105,104	Y
5	Increase total state appropriations for administrative costs.	\$1,803,655	Y
<b><i>FY-2020 Request Total:</i></b>		<b>\$6,602,759</b>	

# Sources

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This document was prepared by the Office of Management and Enterprise Services.

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- Official agency websites.
- Budget and financial data from the state's financial system of record.

For further information, please contact the Office of Management and Enterprise Services at 405-521-2141.



# **Transition Document: Department of Veterans Affairs**

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OKLAHOMA DEPARTMENT OF VETERANS AFFAIRS

# I. Agency Information

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## History and function

Created by the Oklahoma Legislature in 1947 as the successor to the Soldiers Relief Commission, the Oklahoma Department of Veterans Affairs (ODVA) is responsible for the administration of the general duties of the Veterans Commission, which includes assistance to veterans and their dependents in obtaining benefits. ODVA operates seven Oklahoma Veterans Centers located at Claremore, Ardmore, Clinton, Norman, Sulphur, Tahleah and Lawton, providing extended care services to eligible Oklahoma veterans.

Website: [www.odva.ok.gov](http://www.odva.ok.gov)

Main phone: 405-523-4000

Enacting legislation: 72 O.S. § 63.1

## Mission

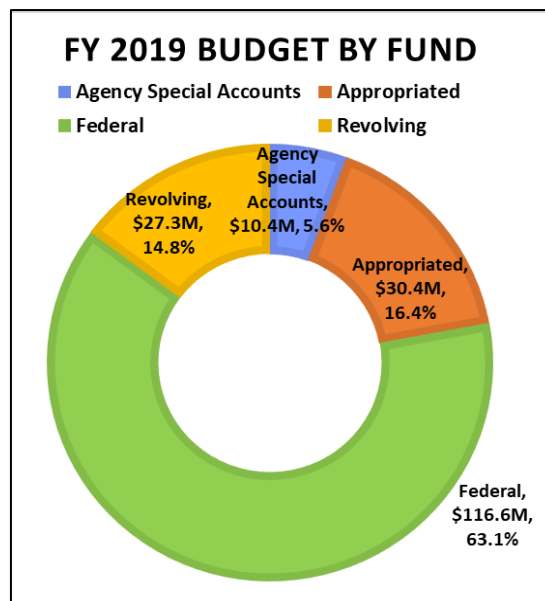
ODVA strives to provide the highest quality support and care available anywhere in the nation to Oklahoma veterans and their families residing in the State of Oklahoma.

## Governance and administration

The Oklahoma Veterans Commission is the controlling board of the Oklahoma Department of Veterans Affairs. The commission is composed of nine members, all appointed by the governor. The Veterans Affairs cabinet secretary position, currently filled by Major General Myles Deering, is statutorily required pursuant to 74 O.S. § 10.3 and is appointed by the governor. The executive director is appointed by the commission and currently receives a salary of \$140,000. Brigadier General Doug Elliot was appointed as executive director in July 2015.

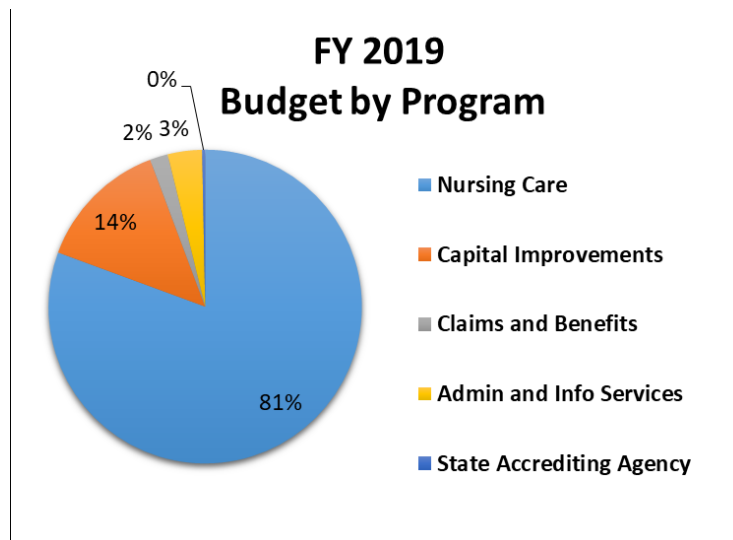
## FY 2019 budget summary

FY 2018 FTE <b>1,746.9</b>	FY 2019 Total Budget <b>\$184.7M</b>
FY 2019 Appropriation <b>\$32.4M</b>	FY 2018-19 Appropriations <b>5.58%</b>



## II. Programs

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### Nursing care

The ODVA operates seven Oklahoma Veterans Centers located at Claremore, Ardmore, Clinton, Norman, Sulphur, Talihina and Lawton. These centers provide extended care services to eligible Oklahoma veterans.

Number of clients served: Approximately 1,725 honorably discharged veterans.

### Claims and Benefits

The Claims and Benefits program assists eligible veterans and their dependents in obtaining federal and state benefits they are eligible to receive. The program provides accredited service officers to advise all eligible veterans and dependents of their rights under state and federal laws; to represent veterans and dependents with the appeal process of the federal veterans administration; and to serve as advocates for all Oklahoma veterans. The program advises veterans of their benefits through the State of Oklahoma and assists in receiving emergency grants.

Number of clients served: 120,372 Oklahoma veterans and their dependents.

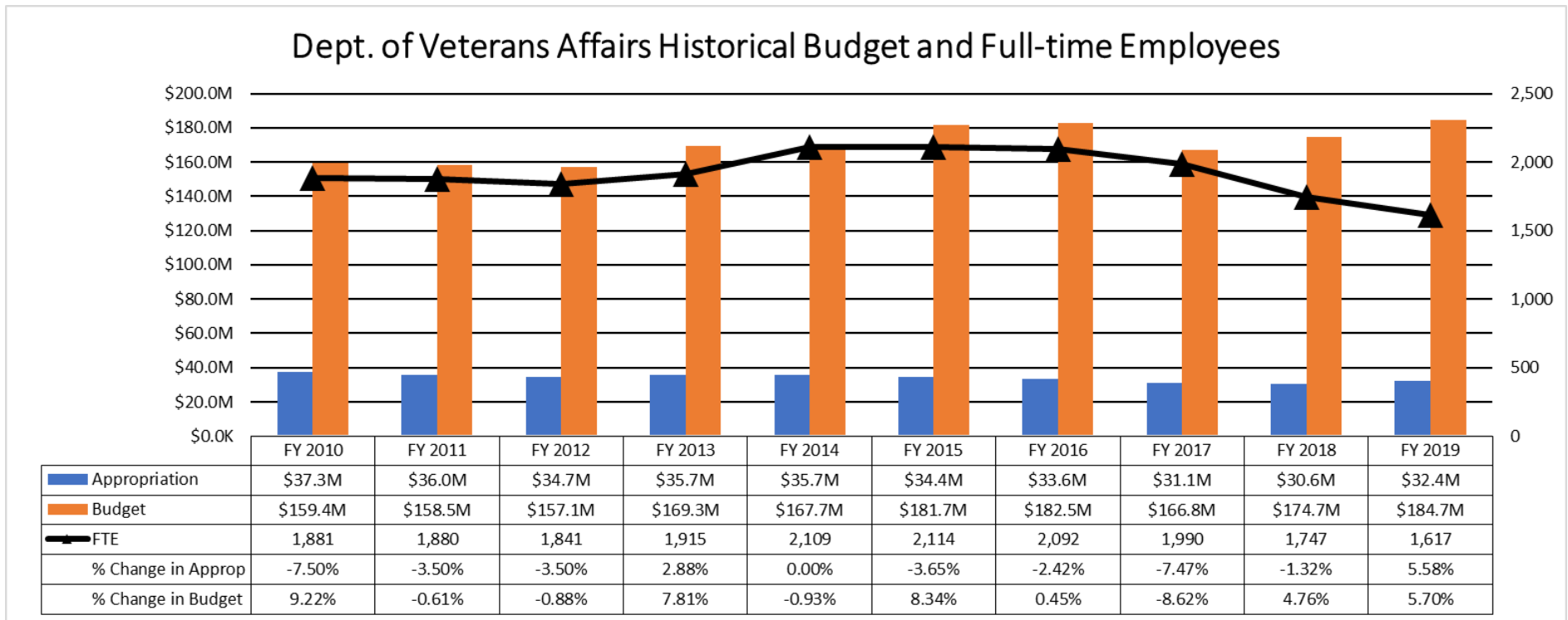
### State Accrediting Agency\*

The State Accrediting Agency (SAA) approves education and training establishments for veterans training in the State of Oklahoma and approves veterans for on-the-job training and apprenticeship programs.

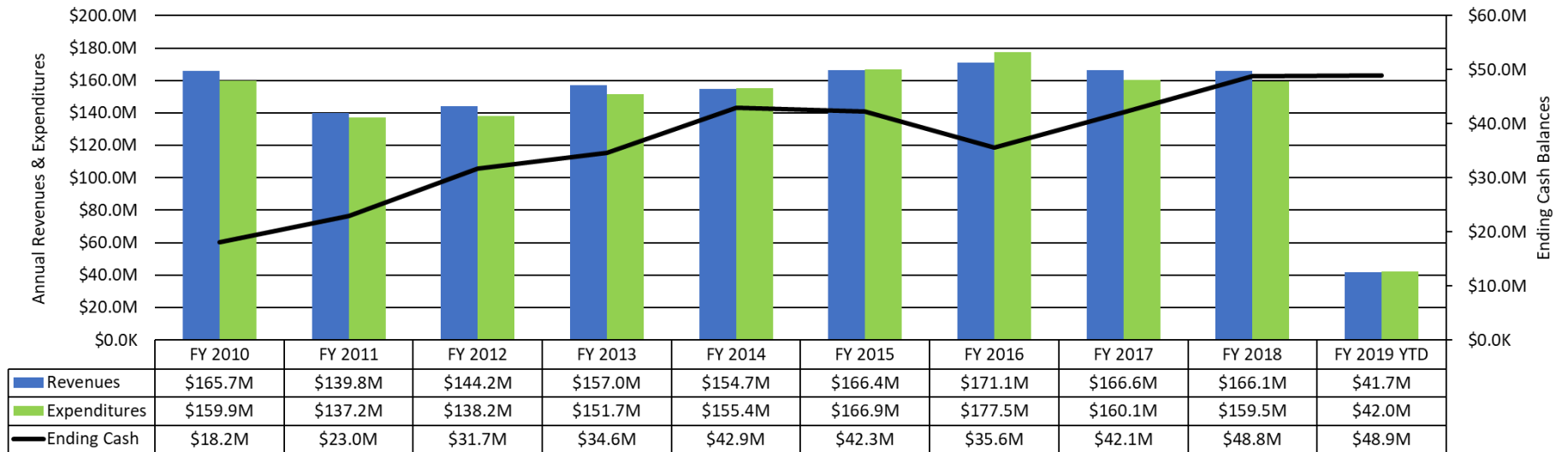
\*Although ODVA listed the State Accrediting Agency as their program, SAA is officially a separate state agency. In 2018, ODVA requested that SAA be consolidated into their agency. This legislation (SB 232) was not passed. ODVA will likely request this action again during the 2019 legislative session.

Number of clients served: 10,545

### III. Budget History



**Dept. of Veterans Affairs Revenue, Expenditures and Ending Cash Balance**



## IV. Goals and Projects

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### Accomplishments over the past year

- Received authorization to relocate the Talihina Veterans Center.
- Received dual certification from the Centers for Medicare and Medicaid Services (CMS) for both Medicare and Medicaid.
- Standardized agency medical records policy, as well as admissions policy, to ensure centers are providing the same service to all veterans.
- Produced the first-ever professional marketing materials for the agency.
- Increased representation in management of homes by veterans.
- Automated Point Click Care for activities of daily living.

### Goals for the upcoming year

- Locate site for new Talihina Veterans Center.
- Implement new procedures for CMS, medical records and admissions.

### Major agency projects

- Expanding participation in community outreach. ODVA team members are active in many local veterans groups including the Oklahoma Veteran Families Wellness Alliance, Oklahoma County Homeless Veterans Task Force, Tulsa Mayor's Veterans Council, Warrior Partnerships of Eastern Oklahoma, and the Comanche County Veterans Council.
- Relocating the Talihina Veterans Center to Sallisaw. In 2018, via HB 3042, the agency was authorized to issue up to \$35 million in bonds for construction of a new Veterans Center to be relocated from the current facility in Talihina.

### Savings and efficiencies

- Continued savings in workers' compensation, overtime expenditure and the GALT program, and increased P-card use.



## V. Budget Requests

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	Operating Request	FY 2020 Request	Ongoing?
1	Ardmore Center purchase	\$24,000,000	N
2	IT funding	\$808,000	Y
	<i><b>FY 2020 request total:</b></i>	\$24,808,000	

### 1. Ardmore Center purchase

HB 3042 authorizes the Oklahoma Department of Veterans Affairs to issue a bond for \$35 million as a 35 percent match against federal funds in order to fund the relocation of the Talihina Veterans Center. However, the ODVA had been planning to use \$12 million from ODVA Revolving Funds, generated from operational savings, to reduce the bond issuance. Subsequently, the agency had been planning to request a bond issue of only \$23 million.

Based on the Office of Management and Enterprise Services conversations with agency staff, ODVA would now like to re-purpose the \$12 million in savings they had accumulated for Talihina. Instead of using those savings to reduce the amount of the Talihina bond issuance, the agency would like to use the funds to pay for the Ardmore Center, which was originally constructed in 1910, and is becoming expensive to maintain. With that course of action, ODVA would issue the full \$35 million in bonds for Talihina.

ODVA estimates the full state cost for construction of the Ardmore Center to be \$24 million, and is requesting that the state appropriate the balance (another \$12 million) to the agency. Barring that, ODVA plans to accumulate the additional \$12 million through operational savings over the next year in order to fund a 35 percent match against federal funds.

### 2. IT funding

The ODVA is currently paying debt service totaling \$808,000 on the OCIA Bond Series 2004A, which retires Aug. 1, 2019. If this amount is reauthorized, it can be used to fund the IT department appropriately, which will support the agency with safe, functional and secure services for the operation of the agency.

# Sources

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For further information, please contact the Office of Management and Enterprise Services at 405-521-2141.



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# **Transition Document: Department of Rehabilitation Services**

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# I. Agency Information

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## History and function

The Department of Rehabilitation Services (DRS) was established in 1993. DRS provides assistance to Oklahomans with disabilities through vocational rehabilitation, employment, residential and outreach education programs, and the determination of medical eligibility for disability benefits. DRS operates the Oklahoma School for the Blind and the Oklahoma School for the Deaf.

Website: [www.okdrs.gov](http://www.okdrs.gov)

Main phone: 405-951-3400

Enacting legislation: 74 O.S. § 166.1

## Mission

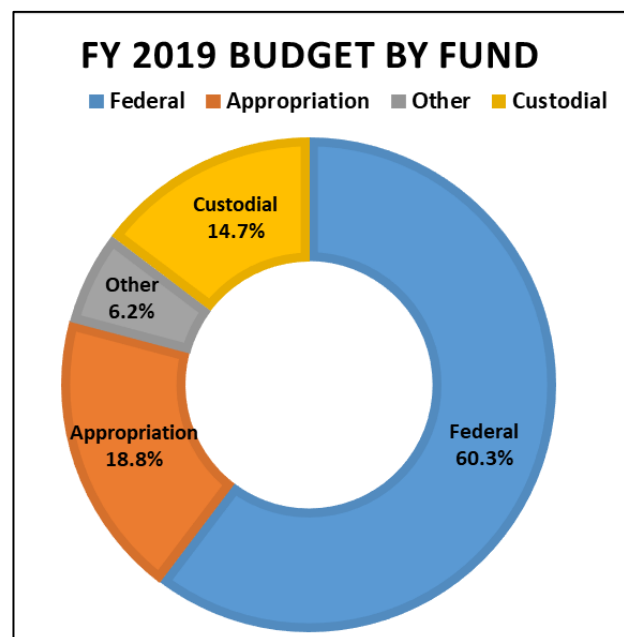
The mission of the Department of Rehabilitation Services is to empower Oklahomans with disabilities.

## Governance and administration

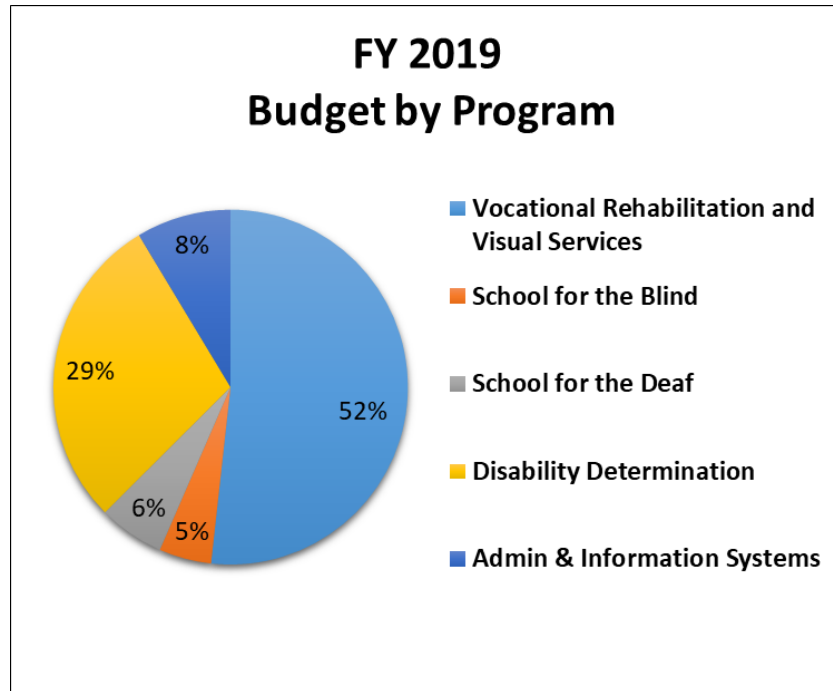
The Commission for Rehabilitation Services is composed of three members. One member each is appointed by the governor, speaker of the House of Representatives and the president pro tempore of the Senate. The director of the Department of Rehabilitation Services is appointed by the commission. The current director, Noel Tyler, was appointed in May 2017. His annual salary is \$115,000.

## FY 2019 budget summary

FY 2018 FTE 896.3	FY 2019 Total Budget \$171.8M
FY 2019 Appropriation \$32.0M	FY 2018-19 Appropriations 9.03%



## II. Programs



### Vocational Rehabilitation and Visual Services

The Vocational Rehabilitation programs and other employment programs administered by the Divisions of Vocational Rehabilitation and Visual Services assist persons with disabilities to enter or remain in the work force, reducing or eliminating their dependence on disability benefits and other social assistance programs (Medicaid, etc.).

This program is a state/federal partnership funded at roughly 21.3 percent state participation and 78.7 percent federal participation. The Rehabilitation Teaching program, Older Blind Services program, ABLE program, and the Library for the Blind assist blind individuals with developing or improving daily living skills to become more independent in their homes and communities. The Library for the Blind provides public schools with Braille and large print textbooks and other educational materials for students who are blind or have low vision.

Number of clients served: 15,850 Oklahomans with disabilities who are seeking employment, independence and an enriched quality of life.

### Oklahoma School for the Blind

The Oklahoma School for the Blind (OSB) is a residential program designed to meet the educational, social and emotional needs of Oklahoma's youth who are blind, have a visual disability which prevents them from attending public schools, or who have been unsuccessful in public schools.

OSB provides a summer program and outreach and evaluation services to students who are visually impaired in public school systems throughout the state. OSB also serves as a resource center to assist parents of children with visual disabilities, school districts, and other agencies serving children with visual disabilities.

Number of clients served: Approximately 375 blind and visually impaired students aged birth through 21 years.

## **Oklahoma School for the Deaf**

The Oklahoma School for the Deaf (OSD) provides academic, vocational, social/emotional, and cultural opportunities and training for students who are deaf or hearing impaired in order that they may become productive citizens. OSD serves as a resource center to assist parents of deaf children, school districts and other agencies serving deaf children.

Number of clients served: 945 clients consisting of 370 students statewide in 52 counties and 125 school districts, 47 participants in OEITI (Oklahoma Educational Interpreter Training Institute), 91 participants in ASL (American Sign Language) classes, and 437 Oklahomans served in the Oklahoma Equipment Distribution Program.

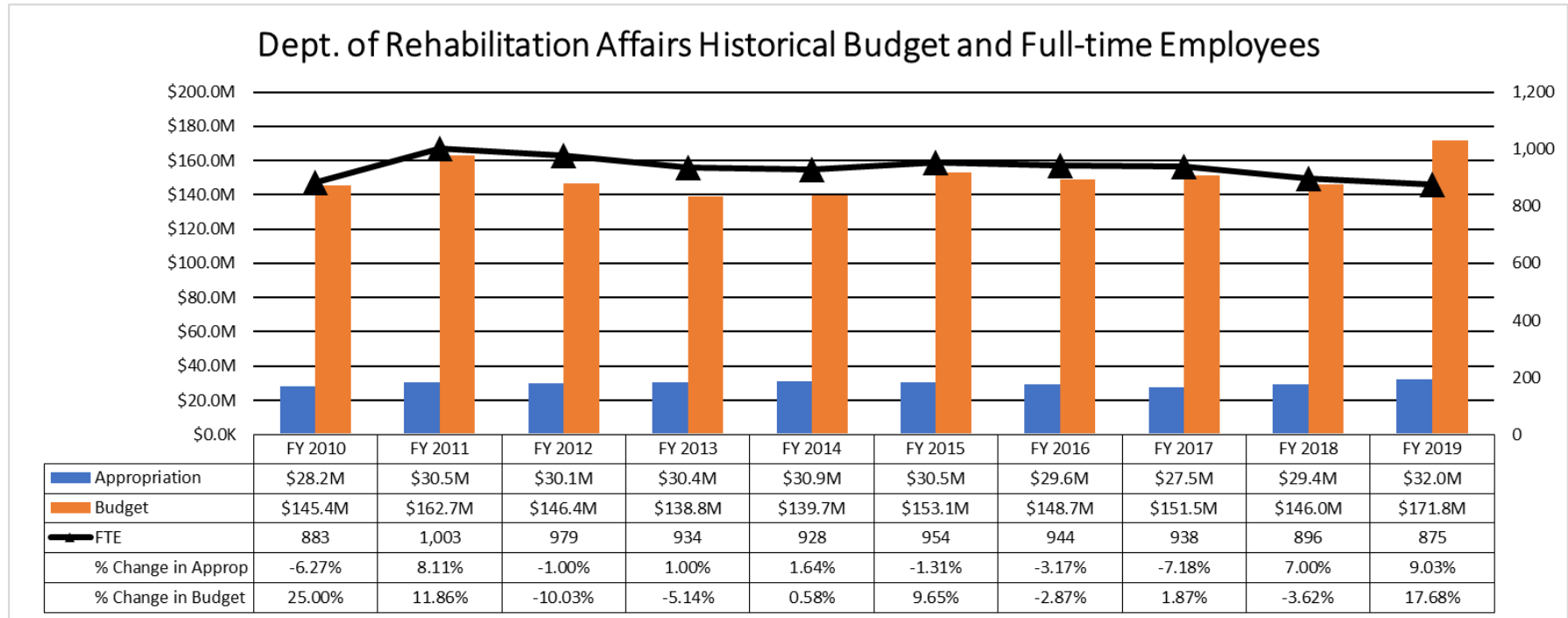
## **Disability Determination**

The Disability Determination Division (DDD) is responsible for making medical and blindness eligibility determinations for Supplemental Security Income (SSI) disability and Social Security Disability Income (SSDI) programs. This process requires obtaining medical and vocational information; conducting a thorough review of available medical evidence; purchasing additional medical evidence when needed; and making a decision on the claimant's eligibility to receive benefits under the rules and regulations provided by SSA.

DDD is 100 percent federally funded and work is performed under the supervision of the Social Security regional office in Dallas, Texas.

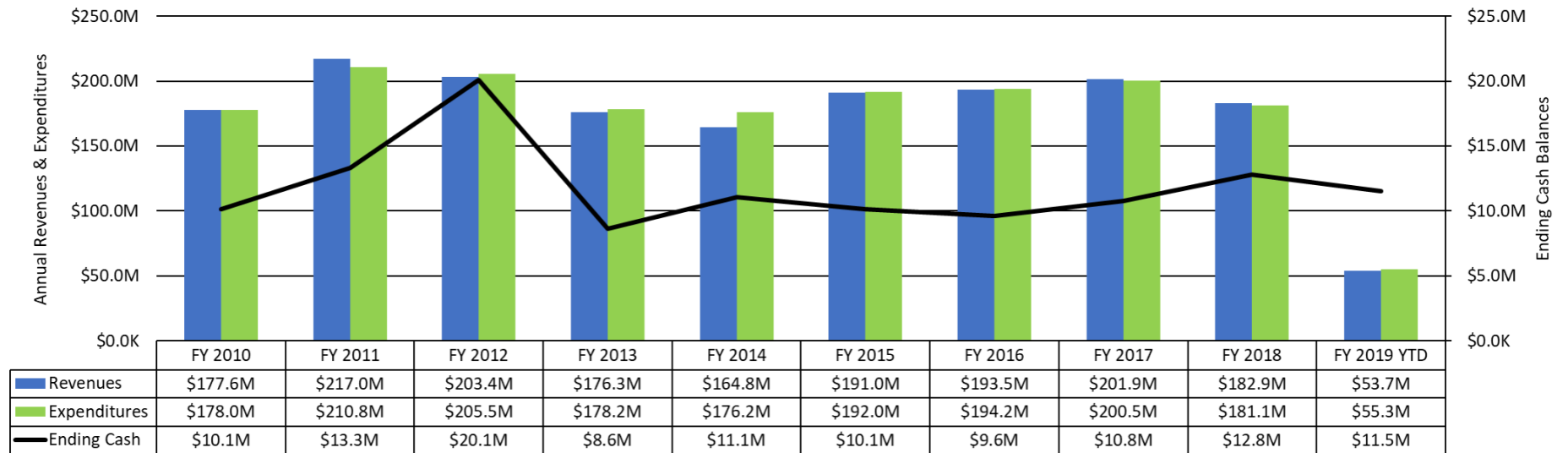
Number of clients served: Approximately 90,000 Oklahomans seeking disability benefits.

### III. Budget History



**Note:** The FY 2019 DRS budget includes the addition of \$25 million in custodial funds for the Business Enterprise Program; this addition accounts for the non-appropriated increase from FY 2018.

### Dept. of Rehabilitation Services Revenue, Expenditures and Ending Cash Balance





## IV. Goals and Projects

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### Accomplishments over the past year

- Moved 1,740 clients off the priority group waiting list.
- Maintained 100 percent graduation rates at Oklahoma School for the Blind and Oklahoma School for the Deaf.
- Received authority to hire additional employees to expand the Disability Determination Division Regional Services Center.

### Goals for the upcoming year

- Meet or exceed federal program standards and indicator guidelines for all programs and activities;
- Serve as a core partner in the Oklahoma Works Workforce System to expand and improve access for all job seekers.
- Increase community and statewide awareness of DRS programs and services.
- Recruit and maintain the highest quality staff.
- Expand and maintain partnerships that increase employment opportunities available to individuals with disabilities.

### Major agency projects

- Working with partners locally, regionally and nationally to interpret and implement new federal regulations contained in the June 2014 Workforce Improvement and Opportunity Act (WIOA).
- Implementation of the American Job Center requirements of WIOA.
- Implementing new common performance measures established by WIOA legislation.
- Identifying benefits and costs for participation of all applicants and assess impacts of services on employment probability and earnings of program participants.
- Improving services provided throughout the Oklahoma Workforce System with the Access for All initiative. The program is intended to change the way staff, partners and employers think about accessibility for consumers who have disabilities.

### Savings and efficiencies

- DRS participates in the e-rate program to provide technology for the Oklahoma School for the Blind and Oklahoma School for the Deaf at a reduced rate.
- Utilizes the P-card program to maximize rebate incentives.
- Partners in the OMES DISCUSS initiative, which will expand opportunities to capitalize on technology at a reduced cost.

## V. Budget Requests

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Operating Request		FY 2020 Request	Ongoing?
1	Maintain required state match and maintenance of effort funding in DVR/DVS	\$1,727,000	Y
2	Cost adjustment request for School of the Blind	\$156,000	Y
3	Cost adjustment request for School of the Deaf	\$192,000	Y
4	Purchase equipment and textbooks for AIM Center	\$300,000	Y
5	Senior Citizens Hearing Aid Program	\$600,000	Y
<b><i>FY 2020 request total:</i></b>		<b>\$2,975,000</b>	

### 1. Maintain required state match for DVR/DVS

Funding this request will allow DRS to fully match all federal funds available to the State of Oklahoma and allow DRS to help 2,200 more Oklahomans with disabilities find employment each year. The ratio of federal to state funding available is \$4 to every \$1 of state matching funds.

Increased funding maximizes services to Oklahomans with disabilities, enhancing their opportunity to become self-sufficient through employment and become independent in their homes and communities. This means more Oklahomans can terminate their dependence on state and federal programs and become taxpayers. Not providing this funding would cause the State of Oklahoma to forfeit additional federal funds from 2019 grants and severely reduce services available to disabled Oklahomans who want to return to work.

### 2. Cost adjustment for the School for the Blind

The Oklahoma School for the Blind (OSB) in Muskogee provides effective education options for children with all levels of blindness or visual impairments. OSB is 100 percent state appropriated and does not receive funding from local ad valorem taxes or the State Department of Education funding formula. The school received funding for the teacher pay raise this last year; otherwise, it has not received an appropriation increase since FY 2010.

Funding cuts during FY 2016-17 have resulted in the following impacts:

- OSB has transitioned to a four-day school week to minimize food, fuel and utility costs.
- Position vacancies are being held open rather than filled to reduce payroll costs.
- Any maintenance and repairs not required for safety are being delayed, potentially leading to future, more costly repairs.

The request would restore the school's funding, with a cost adjustment based on the Consumer Price Index.

### **3. Cost adjustment for the School for the Deaf**

The Oklahoma School for the Deaf (OSD) in Sulphur provides effective education options for children with all levels of hearing impairments or deafness. OSD is 100 percent state appropriated and does not receive funding from local ad valorem taxes or the State Department of Education funding formula. The school received funding for the teacher pay raise this last year; otherwise, the School for the Deaf had not received an appropriation increase since FY 2010.

Funding cuts during FY 2016-17 have resulted in the following impacts:

- OSD has transitioned to a four-day school week to minimize food, fuel and utility costs.
- Position vacancies are being held open rather than filled to reduce payroll costs.
- Any maintenance and repairs not required for safety are being delayed, potentially leading to future, more costly repairs.

The request would restore the school's funding, with a cost adjustment based on the Consumer Price Index.

### **4. Purchase equipment and textbooks for the AIM center**

Students who are blind or visually impaired, have a physical disability, or have a medically diagnosed learning disability require specialized equipment and textbooks to maximize their opportunity to be successful in the classroom and beyond.

The Accessible Instructional Materials (AIM) Center provides Braille and large-print textbooks, instructional materials, and specialized educational aids to these children. Federal quota funds alone do not adequately serve these students. Of the students DRS currently serves, 279 students do not qualify for any federal quota funds. DRS requests an additional appropriation in the amount of \$300,000 for FY 2020 to better serve these students across all the school districts of Oklahoma.

### **5. Senior Citizens Hearing Aid Program**

The current waiting list for hearing assistance communications equipment totals 740 senior citizens. With a fiscal capacity to serve 175 persons during FY 2018, seniors may be waiting up to four years to receive assistance. This funding would allow for services to be extended to nearly 800 senior citizens each year.

The requested appropriation would augment earmarked program funding, which has dropped 66 percent over the last 11 years. Funding is received through the Telecommunications for the Hearing Impaired Act, which places a surcharge of five cents (\$0.05) per month on each phone land-line in Oklahoma. As technology has changed, consumers have opted for cellphones, resulting in decreased funding. Twenty-eight states have added the surcharge to cellphone lines. Oklahoma has not chosen to implement this change.

The loss of hearing in this vulnerable population can be the catalyst that leads to additional health and wellness complications. The inability to hear can lead to isolation, depression, compromised safety and the inability to continue to live independently.

# Sources

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For further information, please contact the Office of Management and Enterprise Services at 405-521-2141.



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# **Transition Document: Department of Agriculture**

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# I. Agency Information

## History and function

The agency began at statehood in 1907 and functioned primarily as a regulator. It has since branched into services such as animal and plant disease control, crop and livestock market reporting, agricultural product marketing, laboratory services, water quality, animal damage control and forestry. The department is supervised by a five-member board, with the Commissioner as its president. The board's duties involve regulating all areas of agriculture.

Website: [www.ag.ok.gov](http://www.ag.ok.gov)

Main phone: 405-521-3864

Enacting legislation: 2 O.S. § 1-2

## Mission

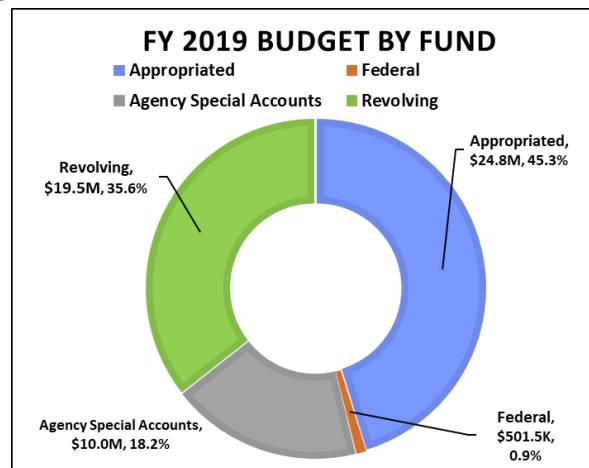
The Department of Agriculture seeks to envision agriculture as to what it will be in the next 20 years. The agency strives to increase the value of agriculture produce and enhance the value of life in the rural communities, while developing the state's food and fiber resources in a manner that protects consumer health and safety, natural resources, property and the environment.

## Governance and administration

The State Board of Agriculture consists of five members appointed by the governor with the consent of the Oklahoma State Senate. Members shall be farmers with practical experience for at least five of the previous 10 years and shall have lived on and operated a farm after reaching 21 years of age. An at-large position is appointed by the governor to be the president of the State Board of Agriculture and serves at the pleasure of the governor. The president also serves as the commissioner of agriculture. Jim Reese serves as secretary of agriculture and was appointed as executive director for the department in January 2011. The secretary is, by law, a member of the Board of Equalization, the Board of Regents for A&M Colleges, and the School Land Commission. His annual salary as executive director is \$87,500.

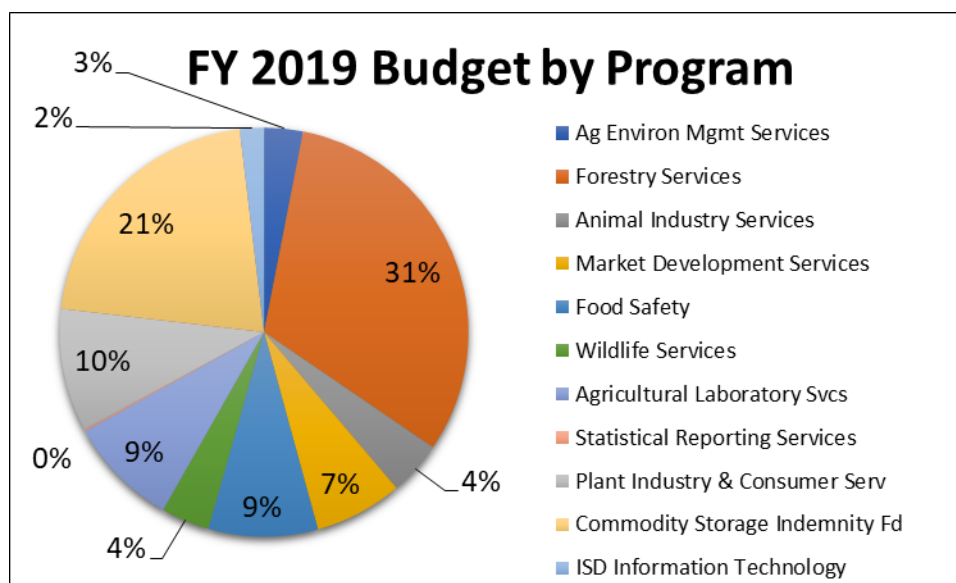
## FY 2019 budget summary

FY 2018 FTE	FY 2019 Total Budget
336.4	\$54.9M
FY 2019 Appropriation	FY 2018-19 Appropriations
\$24.8M	6.00%



## II. Programs

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### Agricultural Environmental Management Services (AEMS)

The Agricultural Environmental Management Services (AEMS) Division is dedicated to working with producers and concerned citizens in protecting the state's soils, air and waters from animal waste. AEMS was created by the Oklahoma State Legislature in 1997 to help develop, coordinate and oversee environmental policies and programs primarily related to poultry, cattle and swine. Its primary responsibilities are to implement the Oklahoma Agriculture Pollutant Discharge Elimination System Act, the Oklahoma Concentrated Animal Feeding Operations Act, the Swine Feeding Operations Act, the Oklahoma Registered Poultry Feeding Operations Act, and the Oklahoma Poultry Waste Applicators Certification Act.

### Forestry

Oklahoma Forestry Services (OFS) is the primary entity responsible for the suppression of wildland fire in all 77 counties. Our personnel provide the initial attack on 6.4 million acres of timberland in the eastern counties and suppression assistance to fire departments across the remainder of the state in the form of wildland fire crews, aircraft and tactical support when needed for wildfires (including those in the wildland urban interface).

OFS is dedicated to the conservation, management and protection of these valuable natural resources. Our foresters provide technical assistance to individuals and communities throughout the state. It is important we work together to conserve our present forests, increase their productivity, and ensure their long-term health so that all Oklahomans continue to enjoy these benefits.

## **Animal Industry**

Animal Industry Division is responsible for protecting the livestock of Oklahoma from disease and also assisting livestock producers to be as productive as possible.

## **Market Development**

The Oklahoma Department of Agriculture's Market Development Division is tasked with helping the state's agricultural economy broaden its outlets for agricultural commodities and assisting producers, processors, wholesalers and retailers in marketing these products.

## **Food Safety and Consumer Protection**

The ODAFF Food Safety and Consumer Protection Division enforces federal and state laws and rules relating to the production of food and food products that are derived from animals to ensure citizens of Oklahoma that the food supply derived from meat, poultry, eggs and milk is safe.

## **Wildlife Services**

The Wildlife Services program is responsible for managing wildlife to reduce damage to agriculture and property, minimize threats to public health and safety, and help protect natural resources including endangered species.

## **Agriculture Laboratory Services**

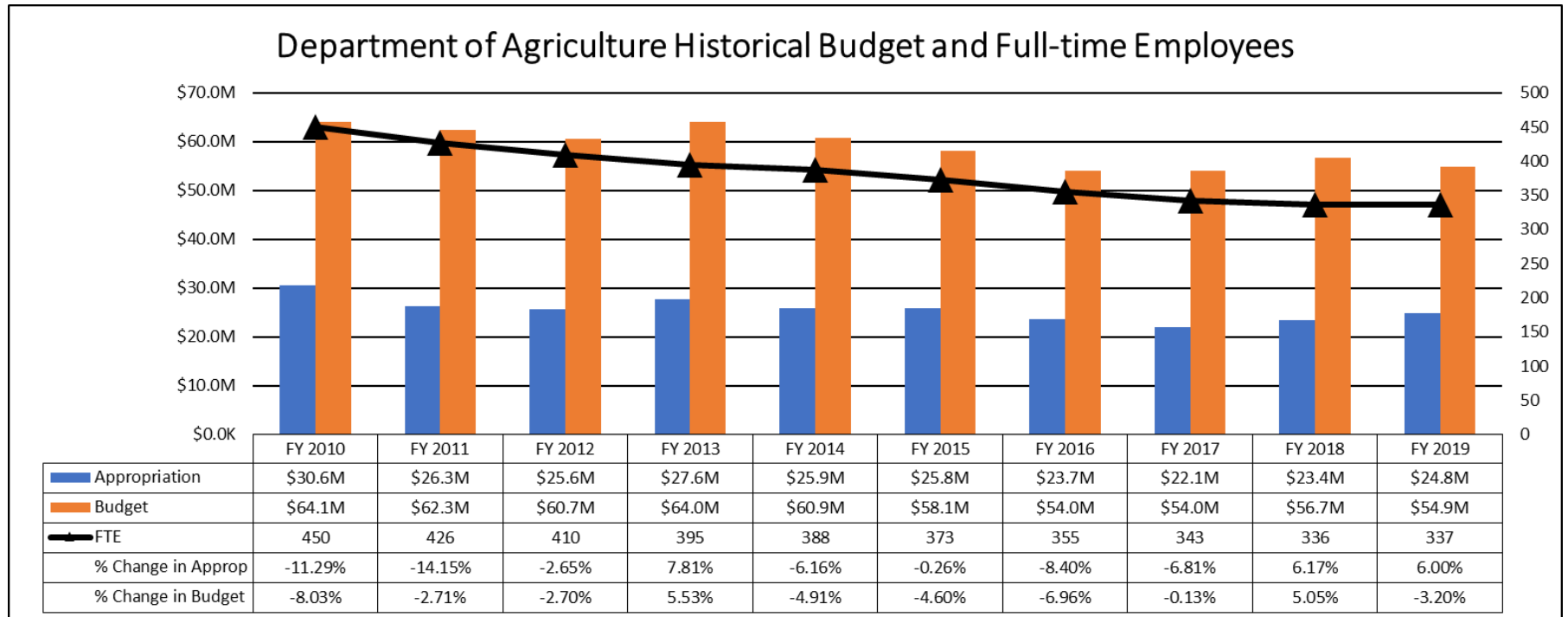
The Agriculture Laboratory Services Division tests samples submitted to assure the quality of agricultural products sold, to protect the environment, to diagnose animal diseases, and to assure the correctness of all weights and measures.

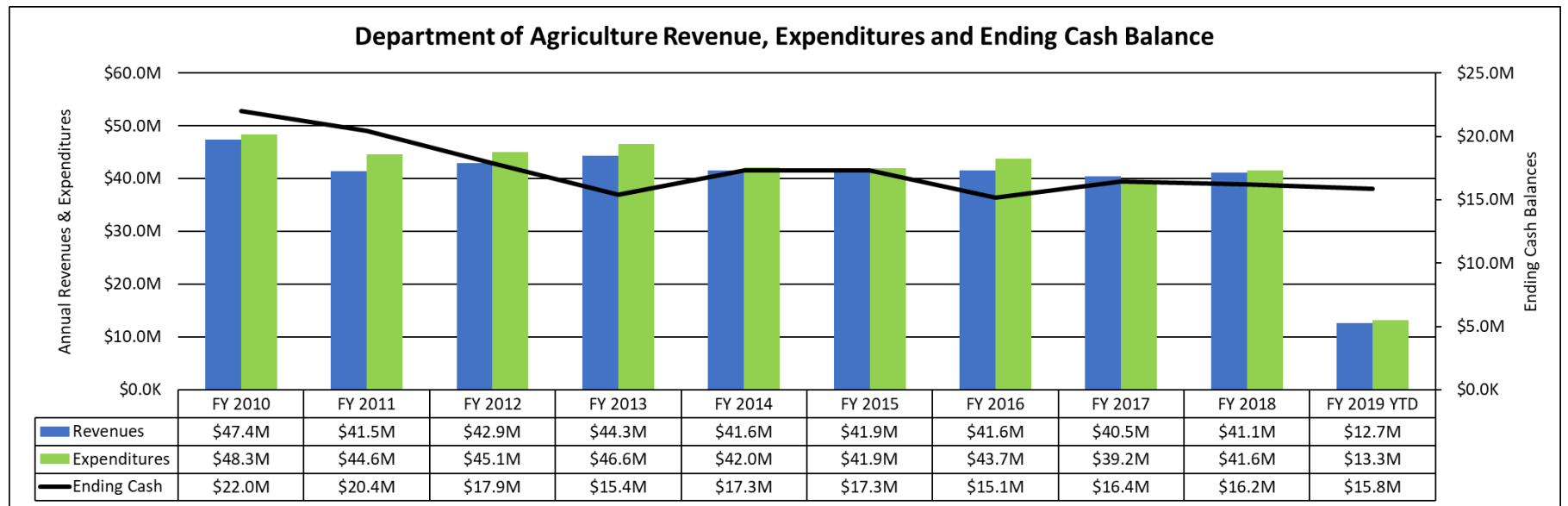
## **Statistical Services**

The Statistical Services Division works in cooperation with the USDA National Agricultural Statistics Service. Information on Oklahoma crops, demographics, economics, environmental, livestock and animals, charts and maps, research and science, and education and outreach can be found on the ODAFF website.



### III. Budget History





## IV. Goals and Projects

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### Accomplishments over the past year

- The Made in Oklahoma Coalition grew to 71 companies with \$4.3 billion in sales for 2018.
- Implemented remote, live feed camera/trigger systems to improve efficiency and decrease costs of feral swine traps.
- Leveraged an increase in federal funding for feral swine control by almost 100 percent.
- Investigative Services recovered over \$1,101,909.00 in stolen property and livestock.
- Oklahoma Forestry Services aided landowners through 15 different seedling plantings that totaled 518 acres.
- Oklahoma Forestry Services wrote 20 burn plans covering 4,255 acres and performed 14 burns on 4,710 acres while also aiding the USFS with burning 6,744 acres of the National Forest.

### Goals for the upcoming year

- Increase number of feral swine eliminated.
- Increase agricultural exports to other states as well as internationally.
- Increase agricultural processing of our raw commodity products.
- Increase food manufacturing industry.
- Increase gross agriculture receipts in the state.

### Major agency projects

- Working to achieve increased energy savings, increased agriculture exports, agriculture processing, and increased food manufacturing.
- Developing and improving the resiliency of our state's natural landscapes to the effects of natural disasters, insect and disease, and wildfire.
- Improving the safety and effectiveness of our state's wildfire suppression response.
- Increasing the number of fire-adapted communities in our state.

### Savings and efficiencies

- Completed renovation of second floor of Department of Agriculture headquarters building.
- Completed transition to online licensing throughout all divisions.
- Documented Department of Agriculture's impact statistically to identify baseline and growth of agriculture exports, agriculture processing and food manufacturing.

## V. Budget Requests

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Operating Request		FY 2020 Request	Ongoing?
1	Replace veterinarian	\$90,000	Y
2	Replace lab equipment	\$100,000	Y
3	Wildlife Services trigger traps	\$200,000	Y
4	AEMS poultry inspections	\$50,000	Y
5	Increase ag processing	\$80,000	Y
6	Wildfire prediction, prevention and suppression	\$200,000	Y
<b><i>FY 2020 request total:</i></b>		\$720,000	

### 1. Replace veterinarian

Funding requested to replace a veterinarian position that was lost due to budget cuts.

### 2. Replace lab equipment

Replace/repair aging equipment.

### 3. Wildlife Services trigger traps

Electronic trigger devices and traps to be placed in all Conservation Districts for feral swine eradication.

### 4. AEMS poultry inspections

Increase salaries of poultry inspectors to expand duties and districts.

### 5. Increase Ag processing

### 6. Wildlife prediction, prevention and suppression

Provide funding to meet increase in travel and operating costs related to wildfire suppression activities; and reduce the urgency of reimbursement from Oklahoma Emergency Management.

# Sources

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*Human Services Analyst*

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*Public Safety Analyst*

Sources for this document include the following:

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- Budget request, agency information and strategic planning documents submitted by the agency to OMES.
- Official agency websites.
- Budget and financial data from the state's financial system of record.

For further information, please contact the Office of Management and Enterprise Services at 405-521-2141.



# **Transition Document: Tourism and Recreation Department**



# I. Agency Information

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## History and function

The Oklahoma Tourism and Recreation Department (OTRD) was created in 1972 during the term of Governor David Hall. OTRD is the caretaker of Oklahoma's diverse, magnificent natural resources. OTRD also plays a critical role in enhancing the state's economy through the promotion of Oklahoma as a destination and provides leadership and guidance to communities across the state.

Website: <https://www.travelok.com>

Main phone: 800-652-6552

Enacting legislation: 74 O.S. § 2201

## Mission

The mission of OTRD is to advance the exceptional quality of life in Oklahoma by preserving, maintaining and promoting the state's natural assets and cultural richness.

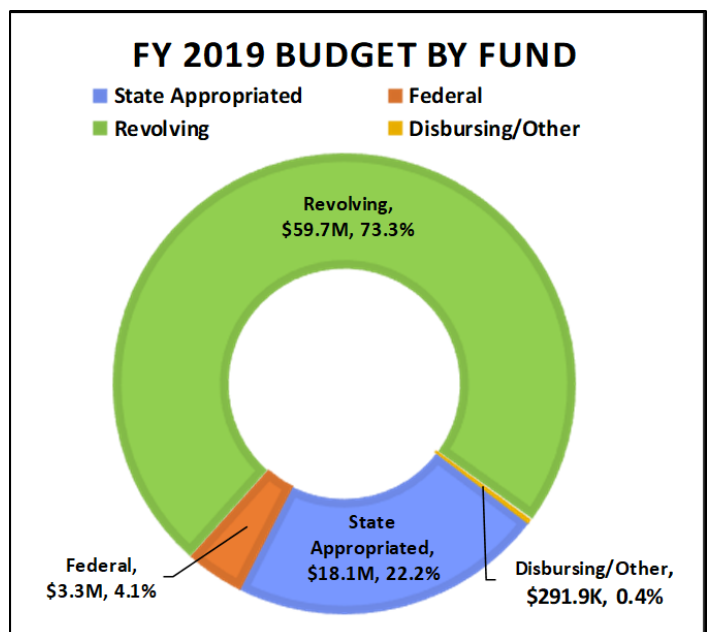
## Governance and administration

OTRD is administered by an executive director, under the guidance of a nine-member commission. Dick Dutton was appointed by the governor in February 2015 and serves as the executive director for OTRD. His annual salary is \$126,508.

## FY 2019 budget summary

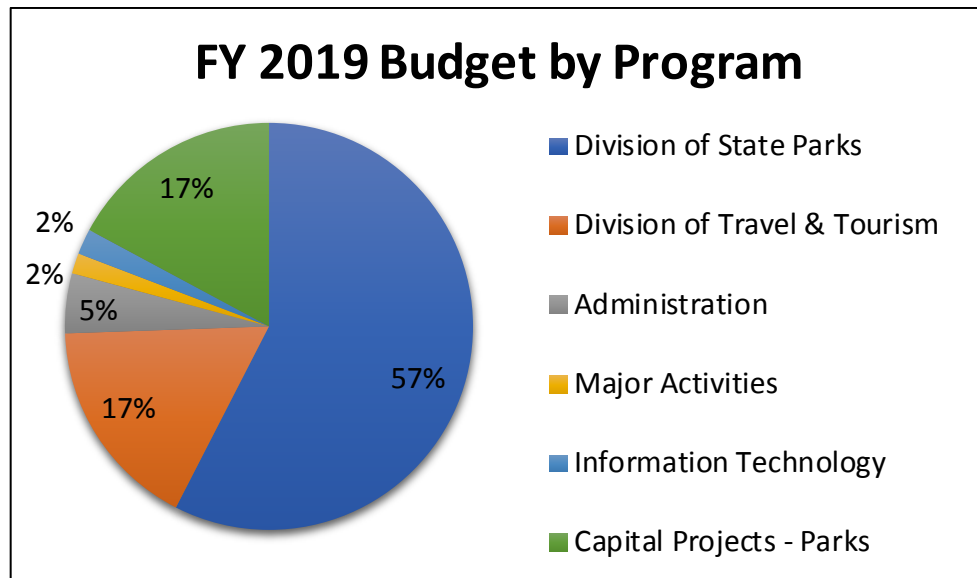
FY 2018 FTE	FY 2019 Total Budget
562.6	\$81.5M
FY 2019 Appropriation	FY 2018-19 Appropriations
\$18.1M	10.46%

- OTRD receives the following apportionments from sales and use tax.
  - \$5.7 million to the Oklahoma Tourism Promotion Revolving Fund
  - \$ 10 million to the Oklahoma Tourism Capital Improvement Revolving Fund



## II. Programs

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### State Parks

The Division of State Parks is responsible for preserving, programming, improving, equipping, furnishing and managing the public land and public recreational facilities in 33 state parks. This responsibility includes 62,000 acres of natural resources, historic structures, cabins, campsites, scenic trails, boating opportunities, comfort stations and other public recreational facilities. The purpose of the Division of State Parks is to plan, acquire, construct, enlarge, erect, improve, equip, furnish, conserve and preserve public recreation facilities. This division manages the federal Land and Water Conservation Fund Program, the Recreational Trails Program and the Boating Infrastructure Grants Program.

Number of clients served: Oklahoma State Parks had in excess of 9.9 million visits in FY 2018. Visitors to state parks, lodges, and golf courses are the primary clients.

### Travel Promotion

The Division of Travel Promotion disseminates information concerning the state's public and private attractions, events, restaurants, lodging opportunities, parks and recreational facilities around Oklahoma. The division oversees a total of 10 Tourism Information Centers. These centers are a frontline tourism marketing effort to encourage further travel and awareness to and within the State of Oklahoma.



Number of clients served: Per the CY 2017 Oklahoma Visitor Profile Report conducted by OmniTrak, 21,763,000 million visitors in 2017. Clients include the traveling public (local, domestic and international), as well as travel trade professionals and Oklahoma's tourism product suppliers and communities.

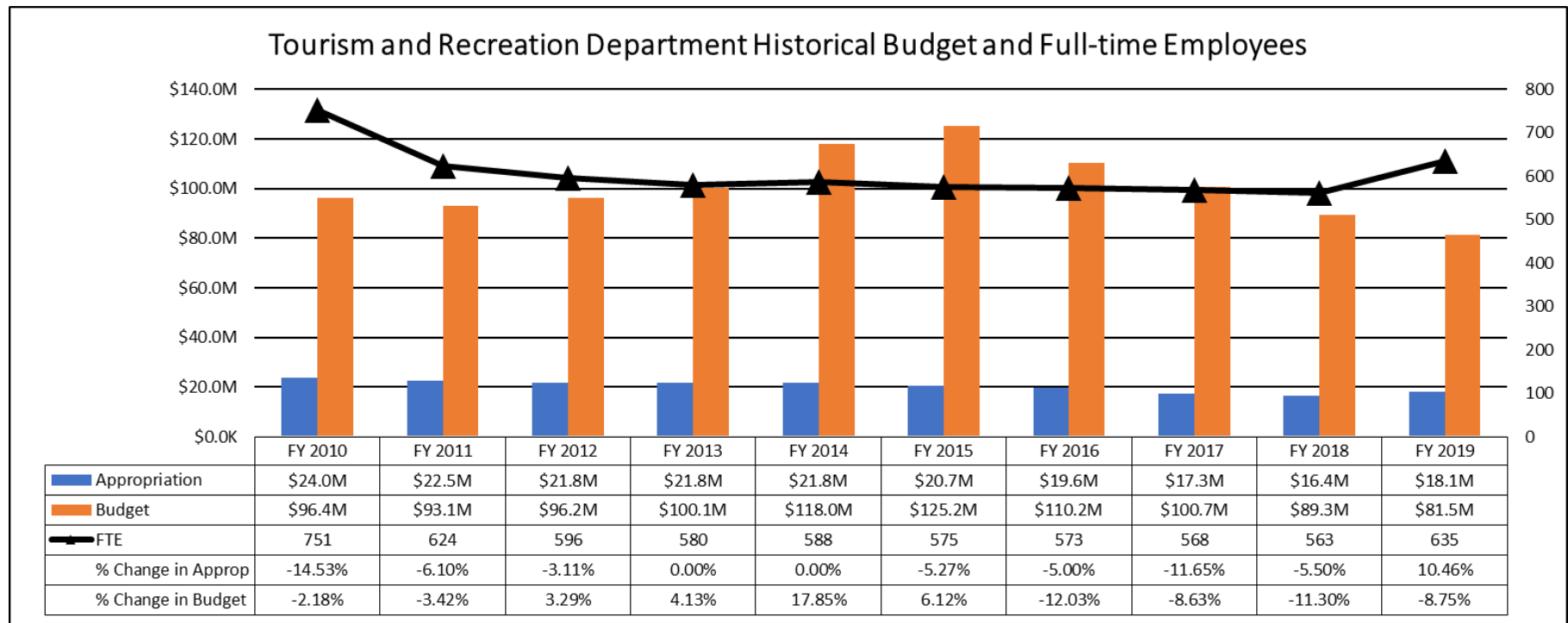
## **Oklahoma Film + Music Office**

The Division of The Oklahoma Film + Music Office (OF+MO) supports and promotes Oklahoma's film, television and music industries contributing to significant economic impact throughout Oklahoma. The office connects prospective film, television and music production companies to many statewide resources including community liaisons, location sites, permits, cast and crew personnel, support services and related vendors.

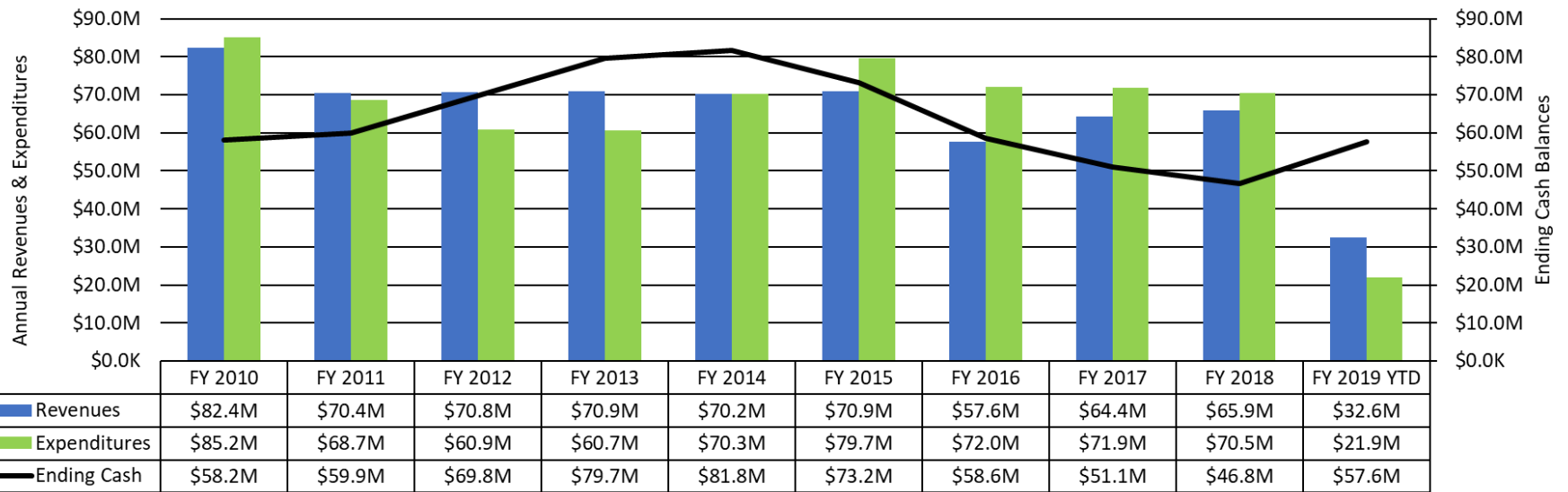
The OF+MO seeks to accomplish and increase awareness of filmmaking in Oklahoma; increase film, television, and music productions within the state; preserve the Oklahoma Film Enhancement Rebate Program; support Oklahoma talent, cast and crew personnel, and the development of new businesses; and cultivate community partnerships throughout the state.

Number of clients served: OF+MO has served 110,000+ clients.

### III. Budget History



**Tourism and Recreation Department Revenue, Expenditures and Ending Cash Balance**



## IV. Goals and Projects

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### Accomplishments over the past year

#### Travel Promotion

- The Oklahoma Tourism/State Parks campaigns entered in the 2018 ADDY Awards and won 27 Addys, including Best of Show and People's Choice awards.
- TravelOK.com generated the following key metrics: Page views – 18,570,070; Visitor sessions – 5,495,544; Unique visitors – 3,701,326.
- OTRD developed and launched the TravelOK Trip Planner in April. To date, the TravelOK Trip Planner has had 21,000 users, 4,200 IOS App downloads, and 1,700 Android App downloads.
- Oklahoma Consumer and Trade Marketing exhibited at 17 US Consumer Shows (in eight states) with a combined attendance of 1,135,761 and conducted 88 community visits throughout Oklahoma with tourism industry entities.

#### Oklahoma State Parks

- Completed 18 capital projects such as installation of yurts at Natural Falls, renovation of the Lake Murray pool, and addition of a spray park.
- As of the end of March 2018, total room night reservations for cabin and lodge properties exceeded last year by 29 percent, which equates to \$115,716 in revenues.

#### Oklahoma Film & Music Office

- Participated in 15 local events, including the 2018 deadCenter Film Festival.

### Goals for the upcoming year

- Continue to develop the divisional sales team's marketing of tourism products to generate sales revenue of more than \$1,750,000.
- Develop a new website and social media platform for OTRD.
- Continue to increase self-sufficiency at the Tourism Information Centers by developing new sources of revenue and improving operational efficiencies to reduce expenses.
- Continue to expand State Park concession opportunities that support the respective parks and provide added recreational opportunities for the public.

## Major agency projects

- Expansion of the State Park system for trails with the addition of trails at Great Plains, Red Rock Canyon, Fort Cobb, Wister Ridge and Sequoyah State Parks.
- Building of Twin Bridges State Park Office, Arrowhead Pro Shop, Beavers Bend laundry facility, and other structures.
- Celebration of the 80th anniversary of the State Parks.
- In 2007, HB 1112 authorizes issuance to acquire and/or renovate central offices for OTRD.

## V. Budget Requests

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Operating Request		FY 2020 Request	Ongoing?
1	Advertising media for tourism promotion	\$ 81,332	Y
<b><i>FY 2020 request total:</i></b>		\$ 81,332	

### 1. Advertising media for tourism promotion

OTRD has relied on reserve funds to maintain a consistent level of marketing during funding cuts in recent years. These reserve funds were depleted in FY 2018 and OTRD will no longer be able to sustain the current level of marketing. This will negatively impact OTRD's marketing reach, which will result in fewer visitors, less visitor spending, and less tax revenue generated. OTRD would like to restore funding for tourism marketing programs.

# Sources

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This document was prepared by the Office of Management and Enterprise Services.

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**Brandy Manek**

*Director of Budget, Policy and Gaming Compliance*

**Jill Geiger**

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For further information, please contact the Office of Management and Enterprise Services at 405-521-2141.



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# Transition Document:

## Department of Commerce

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# I. Agency Information

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## History and function

Established in 1986, the Department of Commerce is the state's lead economic development agency. Its responsibilities include assisting and developing local communities through the investment of federal and state resources; stimulating growth of existing businesses; attracting new domestic and international businesses; and promoting the development and availability of a skilled workforce. The department has offices in Oklahoma City and Tulsa, and has representation in the United Kingdom, the European Union and Mexico.

Website: [www.okcommerce.gov](http://www.okcommerce.gov)

Main phone: 405-815-6552

Enacting legislation: 74 O.S. § 5003.1

## Mission

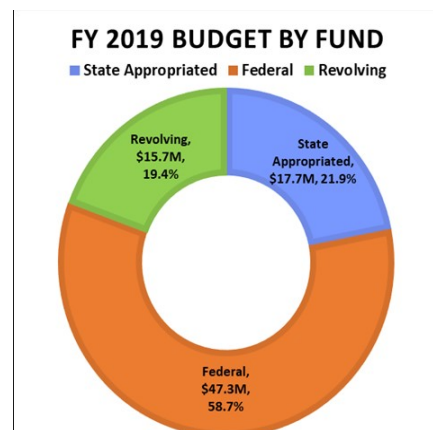
To create and deliver high-impact solutions that lead to prosperous lives and communities for all Oklahomans.

## Governance and administration

The Oklahoma Department of Commerce is governed by the Oklahoma governor and not governed by a board, authority, commission, council or court. The governor appoints a secretary of commerce. An executive director may also be hired or the secretary of commerce may assume both positions. Deby Snodgrass currently serves as secretary of commerce and tourism and as executive director of the department. Her annual salary as executive director is \$141,000.

## FY 2019 budget summary

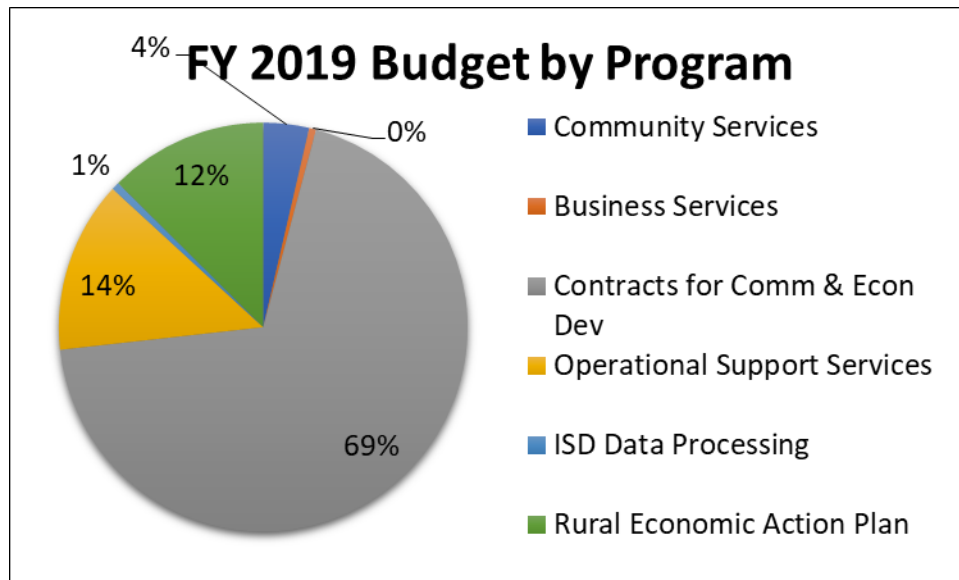
FY 2018 FTE <b>102.4</b>	FY 2019 Total Budget <b>\$80.7M</b>
FY 2019 Appropriation <b>\$15.4M</b>	FY 2018-19 Appropriations <b>-25.70%</b>



- Budget was reduced by \$5.9 million in FY19 due to the transfer of NACEA debt service payments to OMES.
- Commerce received \$10 million in appropriations to fund REAP as a pass-through.

## II. Programs

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### Community Services

Community Services consists of several programs:

Community Development fosters economic development by helping communities understand and implement infrastructure projects and comprehensive planning in order to maximize their resources.

Number of clients served: 300,000+; all Oklahoma communities, especially rural; all Oklahoma households, especially low to moderate income.

The Main Street Program provides specific services and training to participating towns or neighborhoods as they begin the process of revitalizing their districts. It also offers education to non-Main Street communities on the benefits of historic preservation and community commercial development.

Number of clients served: 92 communities; small businesses throughout Oklahoma; communities in Oklahoma with retail business/sales tax issues and 30 contractual customers across the state from Collinsville to Altus and Guymon to Idabel.

Rural Economic Action Plan (REAP): Rural Economic Action Plan Program was developed in partnership with the Sub-State Planning Districts (SSPD) to make a greater impact on each district by matching Community Development Block Grant funds dollar for dollar on each project in their respective areas.

Other programs administered within Community Services:

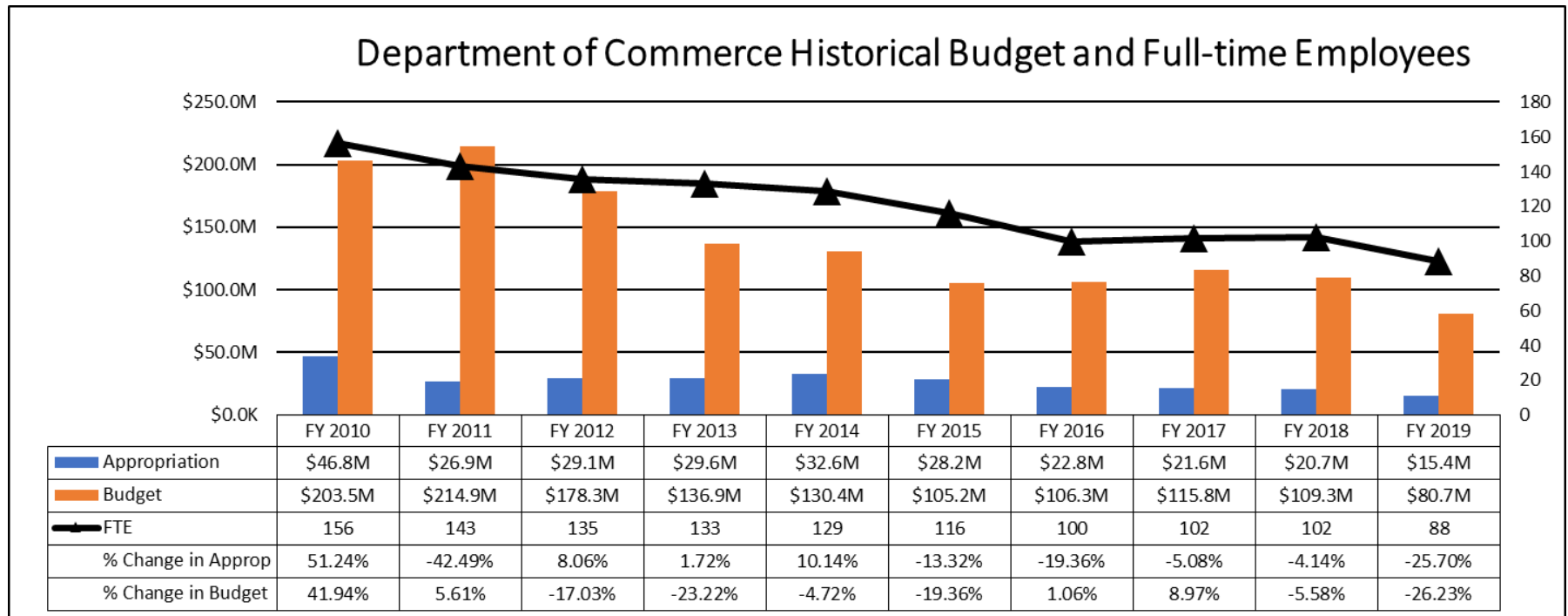
Community Expansion of Nutrition Assistance (CENA), Rx for Oklahoma (RX); Community Action Agency (CAA); Community Action Agency Head Start (CAAHS); Sub-State Planning Districts; federal program Community Services Block Grant (CSBG); federal grant Weatherization Assistance Program (WAP); federal Emergency Solutions Grant (ESG); federal Head Start grant (HS); federal grant State Energy Program (SEP); federal Low-Income Home Energy Assistance Program (LIHEAP); federal grant Community Development Block Grant (CDBG); Housing and Community Development Act of 1974, as amended; and federal program CDBG Disaster Recovery – Disaster Relief Appropriation Act.

## **Business Services**

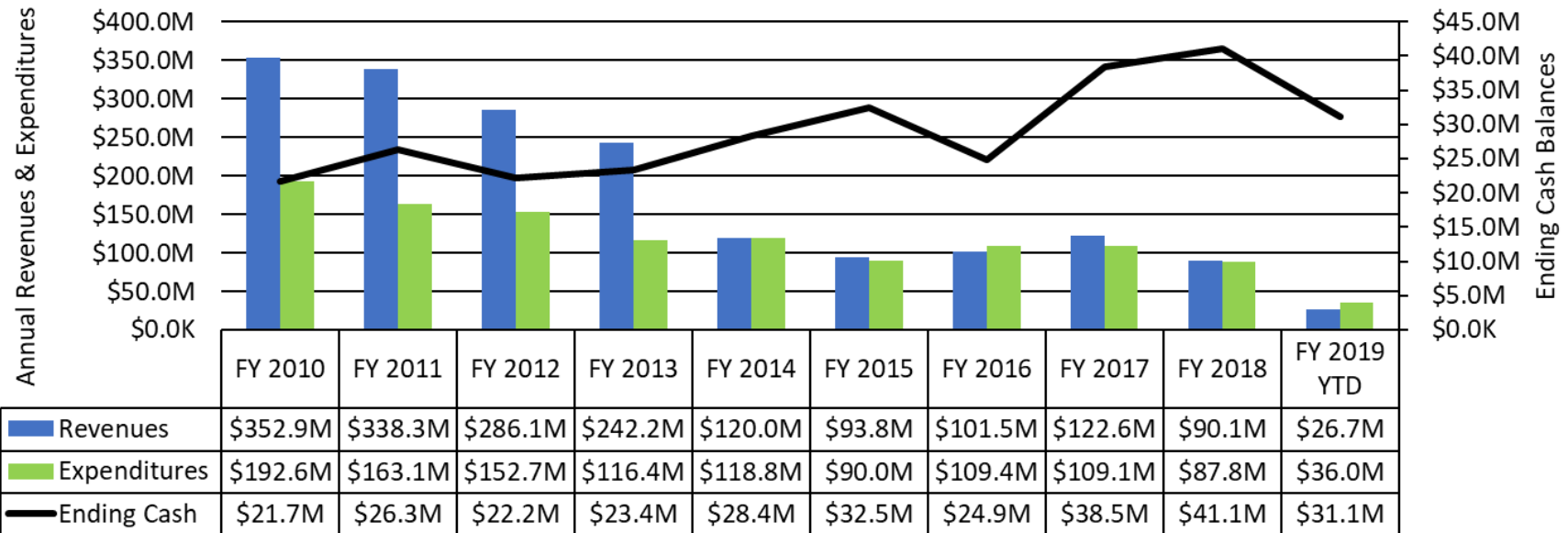
The purpose of this program is threefold: to provide for the creation and retention of jobs; to recruit business investment to Oklahoma; and to contribute to economic development through export trade and the attraction of foreign investment.

Number of clients served: 2,000-2,500 key executives of targeted corporations and existing Oklahoma companies that have indicated an active need for expansion or relocation, national site location consultants, tax professionals, and real estate firms acting as third-party brokers for the company.

### III. Budget History



## Department of Commerce Revenue, Expenditures and Ending Cash Balance



## IV. Goals and Projects

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### Accomplishments over the past year

- 12,320 new jobs created in FY 2018, with an average annual wage of \$44,205.
- Facilitated \$1.1 billion in new investment for business development, Main Street, and community infrastructure and services.
- Main Street Program completed 447 projects in conjunction with 234 community capacity/improvement projects.

### Goals for the upcoming year

- Increase direct new job growth.
- Increase average annual wage of new jobs.
- Increase new investment.
- Maintain and continue community capacity/improvement projects.

### Major agency projects

- Ensuring that Oklahoma businesses receive relevant, mission-critical support and assistance.
- Strengthening the lead and prospect development program to innovatively and effectively attract businesses to Oklahoma.
- Diversifying and growing Oklahoma economy by working to attract new, direct jobs that are high paying and create greater wealth for Oklahomans; recruit new capital investment; and increase community capacity.
- Continuing collaboration with Oklahoma Tourism and Recreation Department and other partners to assist in improving the economic growth of our state by working together on the various counties within the state.
- Supplementing community resources by providing technical and financial assistance.
- Continue providing training, technical assistance, guidance and resources to communities wishing to revitalize their historic downtown area and neighborhood business district using local assets, self-help, incremental change, and the balanced Main Street four-point approach.

### Savings and efficiencies

- The Oklahoma Department of Commerce realized several cost saving efficiencies during the past few years by rental of office space to the Oklahoma Tourism and Recreation Department and by electively sharing services with OTRD including fleet management and general office operation services such as maintenance and a shared receptionist, public information officer, chief human resource officer, and, most recently, general counsel.

## V. Budget Requests

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Operating Request		FY 2020 Request	Ongoing?
1	Funding increase for business recruitment	\$1,000,000	
2	Restore the original funding amount prior to multiple state revenue failure for the Rx for Oklahoma Program	\$398,000	Y
<b><i>FY 2020 request total:</i></b>		\$1,398,000	

### 1. Business recruitment

With the strategy of growing the aerospace and automotive industries in Oklahoma, the department requests an increase of funding for the ACES Program of \$750,000 plus \$250,000 to include automotive strategy and attend events, such as the Automotive Testing Expo, the Automotive Interiors Expo, the Global Auto Components and Suppliers Expo, the Engine Expo and the Autonomous Vehicle Technology Expo.

### 2. Rx for Oklahoma Program Rx for Oklahoma Act Title 74 § 5040.2

Original legislation that created the Rx for Oklahoma Program designated the Oklahoma Department of Commerce as the administrating agency. We here at ODOC worked with the Office of Management and Enterprise Services to competitively bid out the program on a multi-year contract to local providers who help clients. Historically, those local providers have been community action agencies because they have the tools and expertise necessary to successfully implement the program.

The funding appropriated at \$1 million will provide the necessary funding to increase staff resources to address the increased Oklahoma uninsured population documented by the 2017 U.S. Census information and an additional Full Time Employee (FTE) for Program Planning to meet compliance of increased Federal Program Requirements and Regulation.

As a results of cuts over the years, fewer clients are served in the program today, which means more vulnerable families in Oklahoma are either going without needed prescriptions, or are making cuts to other critical areas in order to afford their medicine. This can result in severe consequences for the health of these Oklahomans.

The decrease in financial savings for clients means families have fewer discretionary dollars available to spend in their local economies, which has a negative effect on the state overall.

The decreased program funding means fewer resources for the state agency to properly administer and monitor the program, which can weaken the effectiveness of the program and makes it harder to ensure compliance with the rules.

In prior multiple state revenue failures, the Business Group has been forced into budget cuts that eliminated our ability to target specific industry sectors. In many years we have eliminated all proactive activities and events that targeted the designated Ecosystem. By adding current growing industries back into our strategic plan, and by increasing the number of high-paying jobs in the aerospace and automotive industry, the state can capture and grow a new revenue stream as well as balance the economy by diversifying a dependence on the energy sector.



# Sources

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For further information, please contact the Office of Management and Enterprise Services at 405-521-2141.



# Transition Document: Military Department

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# I. Agency Information

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## History and function

Initiated by the U.S. Congress in 1890 when it authorized one regiment of organized militia for Oklahoma Territory, the Territorial Legislature passed a law; in 1895, providing for the organization and development of the Volunteer Militia: the Oklahoma National Guard. The Oklahoma Military Department was established in 1951 and serves as the administrative agency for all matters concerning the Oklahoma National Guard and other military organizations. The governor, as commander-in-chief of the National Guard, appoints the adjutant general who serves as the executive and administrative officer.

The Army National Guard operates with an authorized strength of 6,682 personnel statewide under three major commands: the Forty-fifth Infantry Brigade Combat Team, Ninetieth Troop Command and the Forty-fifth Field Artillery Brigade; the Oklahoma Regional Training Institute; and the Camp Gruber Training Center. The Air National Guard has an authorized strength of 2,317 personnel operating from air bases in Oklahoma City and Tulsa.

The National Guard has three missions: (1) to provide trained units and individuals available for active duty during war or national emergency; (2) to provide units organized, equipped and trained to function efficiently in the protection of life and property and preservation of peace, order and public safety under competent orders of federal or state authorities; and (3) to participate in local, state and national programs which add value to America.

Website: [www.ok.ng.mil](http://www.ok.ng.mil)

Main phone: 405-228-5201

Enacting legislation: [44 O.S. § 21](#)

## Mission

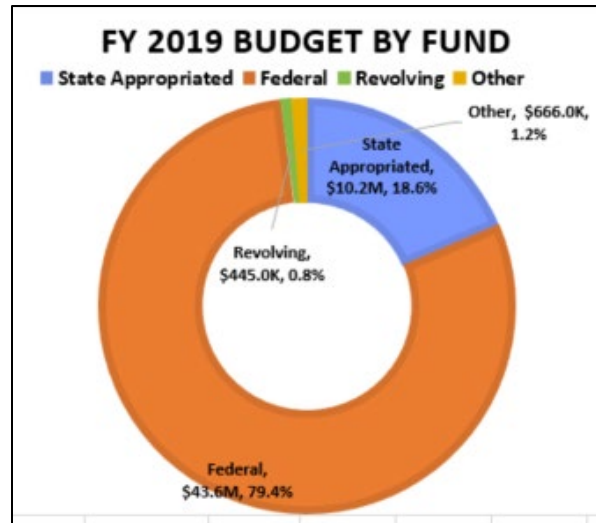
To preserve the state and the nation through the organization and training of the Oklahoma National Guard, to be ready for federal duty when called upon by the president of the United States, pursuant to congressional authority, and to be ready for state duty when called upon by the governor of Oklahoma.

## Governance and administration

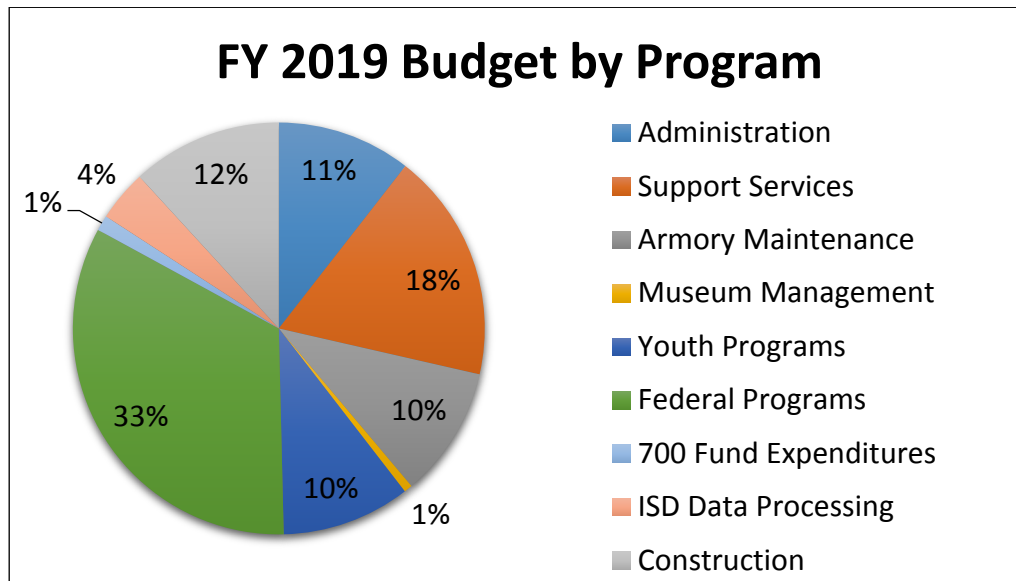
The governor of Oklahoma is the commander-in-chief of all Oklahoma military organizations, making the governor the chief officer of the Military Department. The adjutant general of Oklahoma, appointed by the governor with the advice and consent of the Oklahoma Senate, serves as the administrative head of the Military Department and is the military commanding officer of all Oklahoma military organizations, second only to the governor. While serving as adjutant general, the individual holding the office holds the rank of major general. Major General Michael C. Thompson was appointed as the adjutant general in November 2017 with a current salary of \$180,642.

## FY 2019 budget summary

FY 2018 FTE <b>342.1</b>	FY 2019 Total Budget <b>\$54.9M</b>
FY 2019 Appropriation <b>\$10.2M</b>	FY 2018-19 Appropriations <b>2.92%</b>



## II. Programs



### 1. Oklahoma National Guard administration

The Oklahoma Military Department provides federal and state resources which enable the Oklahoma National Guard to provide support during state emergencies; provides personnel and equipment to support national security and the war on terrorism; provides facilities for training members of the Oklahoma National Guard; provides facilities for community functions; provides facilities for use by other state agencies; provides support services for the day-to-day operations of the agency, including fiscal accounting, personnel actions and records; and operates the 45th Infantry Division Museum.

The Oklahoma National Guard serves as the operational reserve component of its sister services, The United States Army, United States Air Force and the Department of Defense (DoD). The Oklahoma National Guard provides much of the combat power and force projection capabilities, and is able to respond as needed to disasters at home or abroad. The Oklahoma Military Department is the state agency which manages and executes the federal funding provided to execute all missions assigned.

Number of clients served: The Military Department serves all 3.9 million Oklahoma citizens when called to state active duty, and 326 million U.S. citizens when called to mobilize or deploy in support of the United States War on Terror.

## **2. Youth programs (Thunderbird Challenge and STARBASE)**

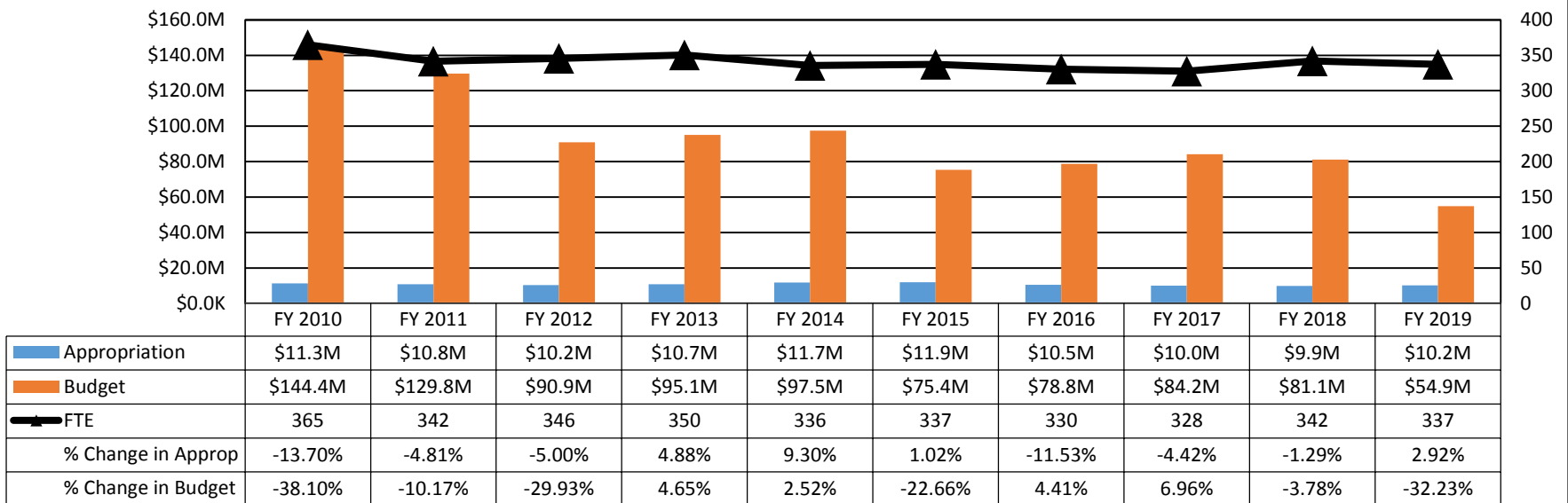
The National Guard Youth Challenge Program is an 18-month program (consisting of a 22-week in-resident phase followed by a 12-month post-graduate mentorship phase) that leads, trains and mentors 16- to 18-year-old at-risk students and high school dropouts so that they may become productive citizens in Oklahoma's and America's future. The DoD STARBASE Program focuses on elementary students, primarily fifth graders, with a goal to motivate them to explore Science, Technology, Engineering and Math (STEM) as they continue their education. STARBASE exposes these students to the technological environments and positive civilian and military role models found on Active and National Guard military bases and installations and provides 25 hours of exemplary hands-on instruction and activities that meet or exceed the national standards. Oklahoma's DoD STARBASE program also offers "STARBASE 2.0" which combines STEM activities with a school-based environment to provide additional mentorship and guidance for at-risk youth making the transition from elementary to middle school.

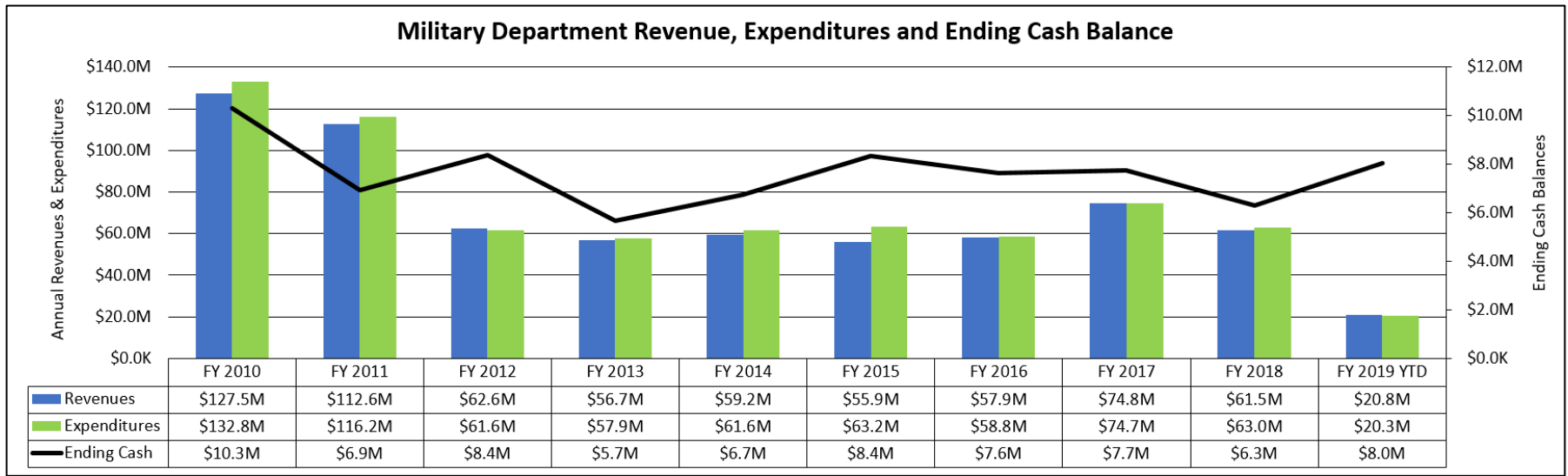
This program provides a direct benefit to the Oklahoma Department of Education by providing either alternative or additional education programs which come with no impact or cost to that agency's appropriations. The Thunderbird Challenge Program provides the only at-risk in-resident program in the State of Oklahoma, and directly impacts the Statewide Goal of Educated Citizens and Exemplary Schools, specifically the Statewide Program of High School Completion. The STARBASE program contributes to the Statewide Program of Advanced Offerings (C0003) with training to fifth graders in the areas of science, technology, engineering and mathematics.

Number of clients served: 5000-6000 clients were served by this program.

### III. Budget History

Military Department Historical Budget and Full-time Employees





## IV. Goals and Projects

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### Accomplishments over the past year

- Executed over \$62.1 million in federal funds.
- Completed the \$6.2 million Readiness Center Modernization Project at the Edmond Readiness Center (50 percent federal/50 percent state funding).
- Began construction on numerous Army and Air National Guard construction projects, with various levels of federal, state and/or local funding. These include:
  - Ardmore Readiness Center (\$24 million, 100 percent federal funding).
  - The 138th Fighter Wing simulation center (\$9 million, 100 percent funded by the city of Tulsa).
  - Camp Gruber Training Center new construction and modernization projects (\$6 million, 100 percent federal funding).
  - Thunderbird Challenge Program modernization projects (\$1 million, 75 percent federal/25 percent state funding).
- Facilitated the mobilization and deployment of over 2,500 Oklahoma Army and Air National Guard members in support of federal DoD missions across the globe.
- Mobilized and deployed 2,000 Oklahoma Army and Air National Guard members to support Hurricane Harvey relief efforts in Texas.
- Provided armed security for five separate Oklahoma Army and Air National Guard installations across the state.
- Graduated 245 at-risk youth from the Thunderbird Challenge Program.
- Taught over 5000-6000 fifth graders in STEM through the DoD STARBASE Program.
- Continued operation of the 45th Infantry Division Museum, which houses the premier collection of Oklahoma military history.

### Goals for the upcoming year

- Execute an aggressive facility modernization plan, addressing the deferred maintenance backlog for Oklahoma Military Department/Oklahoma National Guard facilities across the State of Oklahoma.
- Improve the facilities at the Thunderbird Challenge Program, prioritizing those projects which will improve quality of life for cadets.
- Develop a plan and funding model for a new replacement building for the 45th Infantry Division Museum.
- Maximize federal matching funds at every available opportunity.



## **Major agency projects**

The Oklahoma Military Department began a 100 percent federally funded, \$24 million construction project for the Ardmore Readiness Center, which should be completed in late FY 2019 or early FY 2020.

## **Savings and efficiencies**

The Oklahoma Military Department typically spends between \$50 and \$80 million per year in the administration and management of the two primary programs. Of that, the state appropriations only account for about \$10 million, with the rest being reimbursed by the federal government through our master cooperative agreement. This spending is separate from and exclusive of the more than \$350 million in direct Army and Air National Guard funding which they receive annually. The majority of this federal spending provides direct offset to costs that would normally be incurred by the state in most other agencies. These shared services are especially obvious in the areas of capital assets management, accounting and finance, and IT services. Wherever it is appropriate and prudent to do so, costs are reimbursed by the federal government through the master cooperative agreement, providing exponential savings and efficiencies and allowing for shared services.

## V. Budget Requests

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Operating Request		FY 2020 Request	Ongoing?
1	Readiness Center Modernization Projects	\$6,400,000	N
2	Deferred Maintenance Backlog	\$2,500,000	Y
3	Thunderbird Challenge Facilities Improvement	\$1,500,000	N
4	45 <sup>th</sup> Infantry Division Museum Facility Plan	\$500,000	N
<b><i>FY 2020 Request Total:</i></b>		<b>\$10,900,000</b>	

### 1. Readiness center modernization projects

This program would add 25 years of usable life to the Armory; however, the more impactful return is on soldier and unit readiness.

### 2. Deferred maintenance backlog

This request will reduce maintenance backlog by 25 percent across the enterprise.

### 3. Thunderbird Challenge facilities improvement

The aging facilities at the Thunderbird Challenge Program in Pryor are failing. The age and construction methods of the facilities when they were built to be an orphanage are very inefficient, and climate control costs are exponentially higher than they should be. A new barracks for the cadets and improved infrastructure to include electrical, sewer and water lines throughout the campus will not only increase the cost savings from reduced utility bills, but also increase the learning experience for these cadets to become better citizens for the state.

### 4. 45<sup>th</sup> Infantry Division Museum facility plan

The aging facilities at the current 45th Infantry Division Museum are failing. Numerous collections, many of which are priceless, are at risk of being lost. The age and construction methods of the facility are very inefficient and climate control costs are exponentially higher than they should be. Planning must begin immediately.

# Sources

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For further information, please contact the Office of Management and Enterprise Services at 405-521-2141.



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# Transition Document: Commissioners of the Land Office

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# I. Agency Information

## History and function

Title 64 Section 1001 states the Commissioners of the Land Office shall have charge of the sale, exchange, rental, disposal and management of the school lands and other public lands of the state and the funds and proceeds derived from the lands. Funds and proceeds derived from the lands shall be managed as a sacred trust for the exclusive benefit of the beneficiaries.

Website: <https://clo.ok.gov>

Main phone: 405-521-4000

Enacting legislation: OK. Const. art VI § 32

## Mission

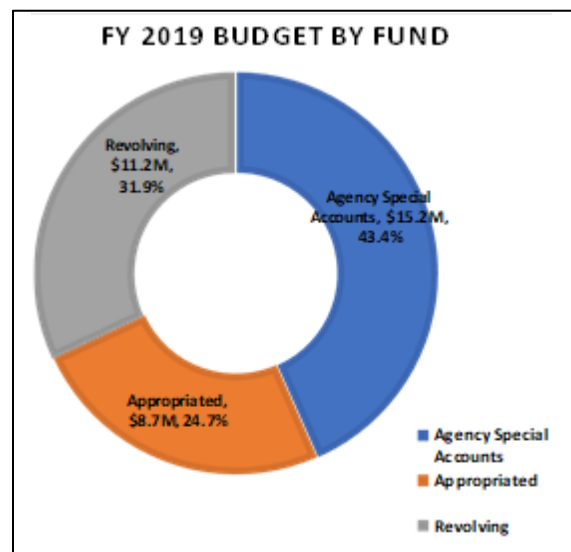
Managing assets to support education.

## Governance and administration

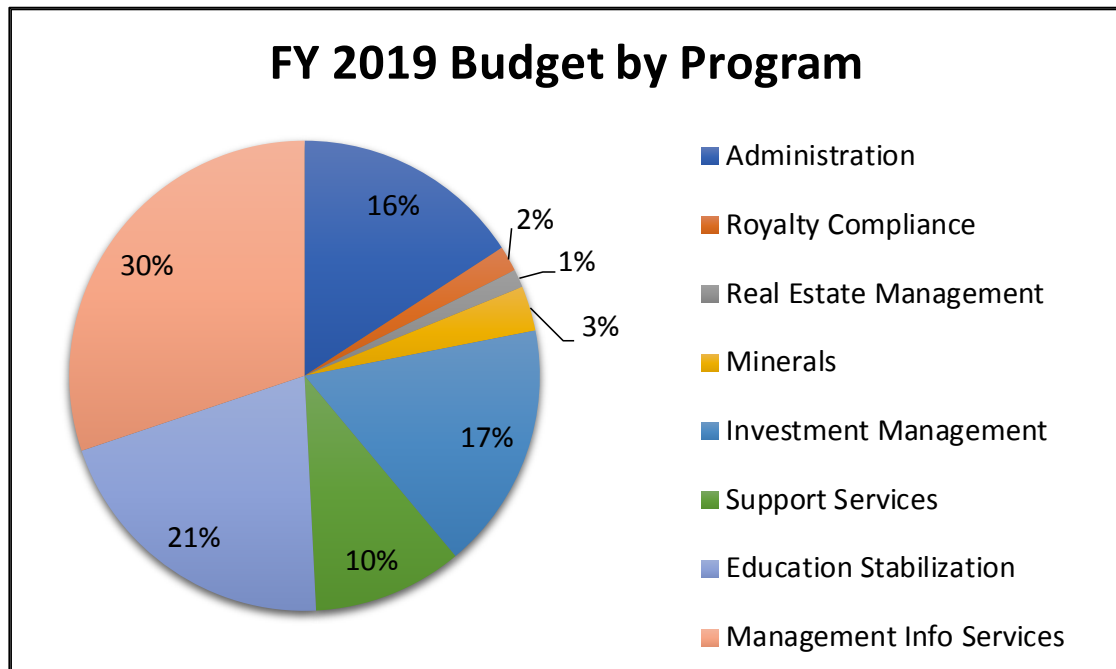
The Commissioners of the Land Office is comprised of the following five commissioned members: governor, lieutenant governor, state auditor and inspector, superintendent of public instruction, and secretary of agriculture, as prescribed by the Oklahoma Constitution, Article 6 Section 32. Harry Birdwell was appointed by Governor Fallin as the secretary of the Commissioners of the Land Office in May 2011. His annual salary is \$130,000.

## FY 2019 budget summary

FY 2018 FTE 62.1	FY 2019 Total Budget \$35.0M
FY 2019 Appropriation \$8.7M	FY 2018-19 Appropriations 1.36%



## II. Programs



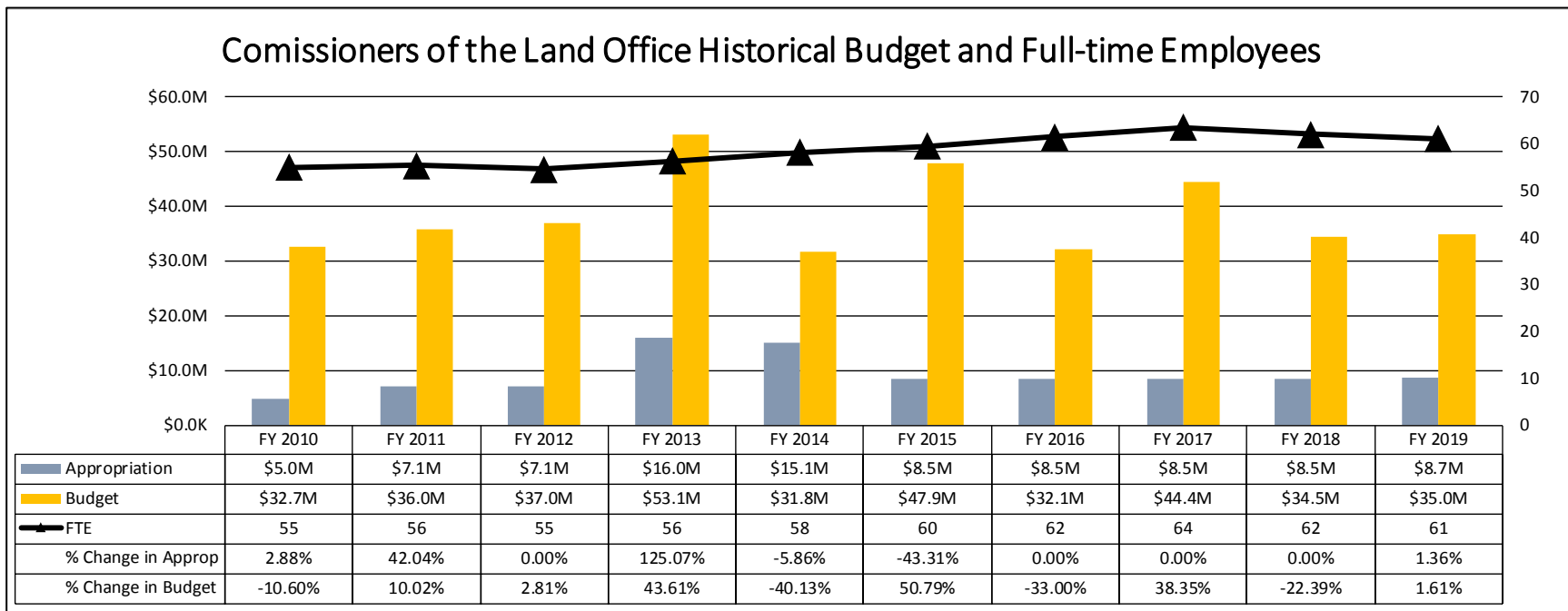
### Agency operation(s)

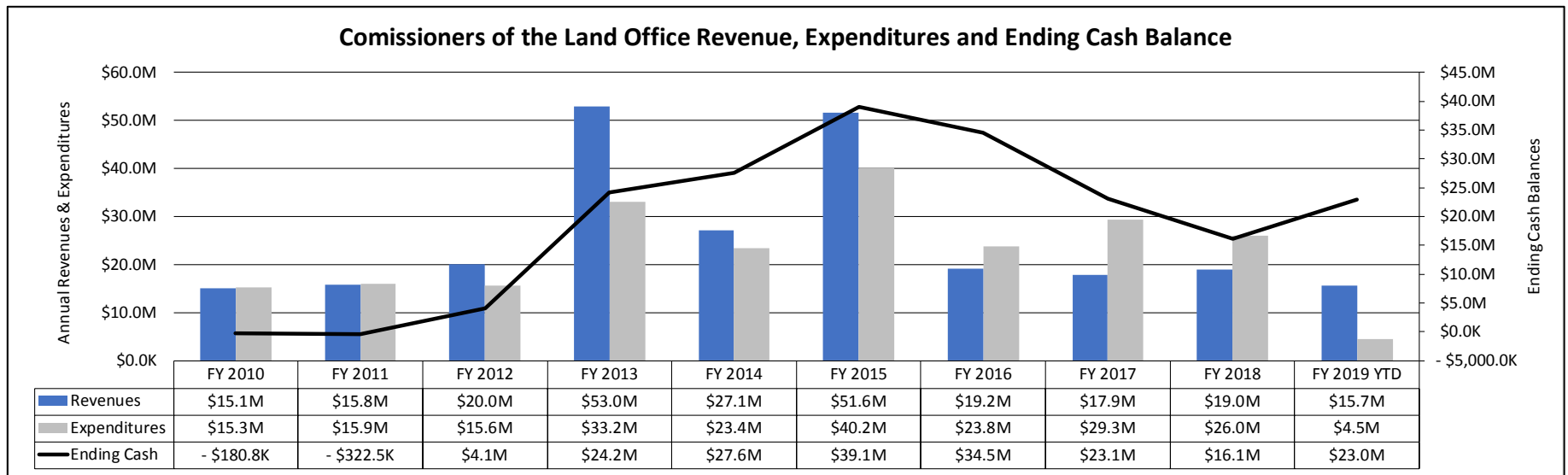
Manage and maximize the assets of the seven trust funds to support education through current revenues and distributions; and by increasing the value of the permanent trust funds for the future. The commission manages entrusted assets to support the state's common schools and higher education institutions.

The seven commission-managed trust funds:

- Common schools.
- Educational institutions.
- University of Oklahoma.
- University Prep School (Northern).
- Oklahoma State University.
- Normal schools.
- Langston University.

### III. Budget History







## IV. Goals and Projects

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### Accomplishments over the past year

- **Distributions to beneficiaries** – Matched the highest distribution total in state history for K-12 at \$103.4 million, and second highest annual distribution in Oklahoma history at \$137,642,591.
- **Permanent trust assets** — The value of the permanent trust fund investments reached the highest historical level at \$2.4 billion.

### Goals for the upcoming year

- Maximize distributions to beneficiaries.
- Work toward increasing the permanent trust fund.
- Implement a document management system.
- Enhance the agency's database including the GIS system and agency reporting.

### Major agency projects

- The Commissioners of the Land Office has a Request for Proposal for a data imaging system. The system will digitize and image agency documents including mail, leases, internal financial documents, sale documents, contracts, legal documents, purchase requests and payments.

### Savings and efficiencies

- Cost savings of approximately \$240,000 in management fees resulted by moving funds to a passive high dividend/high yield manager from an active manager.
- Consolidated data plans for field staff has resulted in approximately \$1,500 in savings.

## V. Budget Requests

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No operating request reported by the Commissioners of the Land Office.

# Sources

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This document was prepared by the Office of Management and Enterprise Services.

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**Ahmed Baqir**

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Sources for this document include the following:

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- Budget request, agency information and strategic planning documents submitted by the agency to OMES.
- Official agency websites.
- Budget and financial data from the state's financial system of record.

For further information, please contact the Office of Management and Enterprise Services at 405-521-2141.



# **Transition Document: Water Resources Board**

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# I. Agency Information

## History and function

Created in 1957, The Oklahoma Water Resources Board (OWRB) is the state agency specifically authorized to plan for and encourage the use of water resources in a manner that will best serve the many needs of the people of Oklahoma. Primary duties and responsibilities of the OWRB include water use appropriation and permitting, water quality monitoring and standards, financial assistance for water/wastewater systems, dam safety, flood plain management, water supply planning, technical studies and research, and water resource mapping. The board administers financial assistance programs, water use permits, the water well drillers licensing program, dam safety, flood plain management programs, and the Clean Lakes program; promulgates state water quality standards; monitors the state's surface and ground waters; and conducts special studies on lakes.

Website: [www.owrb.ok.gov](http://www.owrb.ok.gov)

Main phone: 405-530-8800

Enacting legislation: 82 O.S. § 1085.1

## Mission

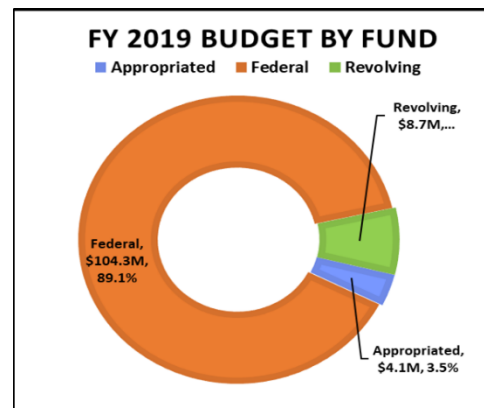
The mission of the OWRB is to protect and enhance the quality of life for Oklahomans by managing and improving the state's water resources to ensure clean and reliable water supplies, a strong economy and a healthy environment.

## Governance and administration

The Water Resources Board consists of nine members appointed by the governor for a term of seven years with the advice and consent of the State Senate. Each member is a qualified elector of the state and at least one member is well versed in each of the following major types of water use: recreational, industrial, irrigation, municipal, rural residential, agricultural and soil conservation work; with no more than two representing any one of the major water types. Julie Cunningham serves as the director of the Water Resources Board and was appointed by Governor Fallin in March of 2017. Her annual salary as executive director is \$120,000.

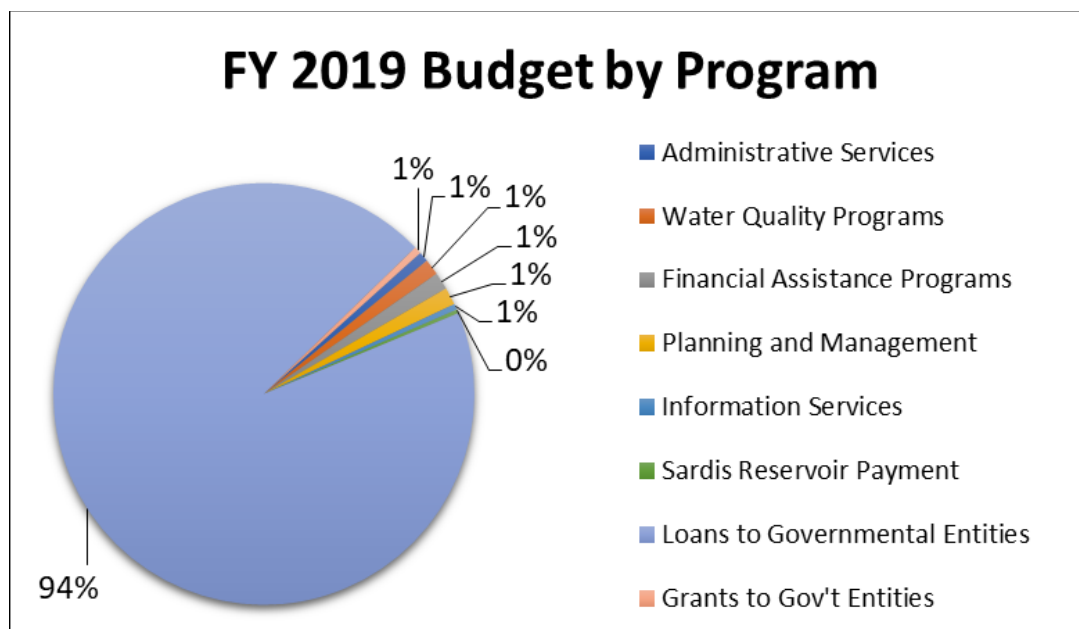
## FY 2019 budget summary

FY 2018 FTE	FY 2019 Total Budget
95.6	\$346.1M
FY 2019 Appropriation	FY 2018-19 Appropriations
\$5.3M	2.50%



## II. Programs

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### Water Quality

Water Quality works to classify the state's water resources and support water quality standards. The main goals of this program are to: promulgate water quality standards for the state; classify Oklahoma's water to its best attainable beneficial uses; and implement the standards for regulatory agencies to follow.

Water Quality Monitoring staff direct Oklahoma's Beneficial Use Monitoring Program (BUMP). BUMP, created in 1998, is the state's first truly comprehensive water quality monitoring effort. Data provided by the program plays an essential role in the state's water quality management decision-making process by helping to identify waters experiencing impairments as well as the cause of declining water quality. The BUMP is also invaluable to the development and refinement of Oklahoma's Water Quality Standards. Beneficial uses, the backbone of the Water Quality Standards, are assigned to individual lakes, streams and stream segments based upon the primary benefits derived from those waters by the public.

The OWRB conducts statistical survey monitoring throughout the state at sites selected randomly by computer. Lake and stream sites are sampled across the state.

### Financial Assistance Division

The OWRB Financial Assistance Division assists communities in their efforts to protect and conserve Oklahoma's water resources for current and future generations through cost-effective financial products, technical assistance and high quality customer service.

As of Oct. 2, 2018, the OWRB Financial Assistance Division has approved 2,192 loans and grants for a total of \$4,109,174,244. These financing opportunities have saved Oklahoma communities an estimated \$1,379,561,200 over conventional financing options.

## **Planning and management**

**Dam Safety** – regulates non-federal jurisdictional dams to ensure safety and maintenance, dam modification engineering review and board approval, inspection and enforcement.

**Floodplain Management** – serves as state oversight agency for construction activities on state-owned property and as National Flood Insurance Program state coordinator, partnering with other state, federal and local entities to prevent and mitigate the catastrophic effects of flooding disasters in Oklahoma; and assists communities with local land-use ordinances that reduce future flood damages.

**OK Comprehensive Water Plan** – conducts ongoing statutory planning activities, including updating the state's 50-year water plan and implements recommendations adopted by the Oklahoma Legislature.

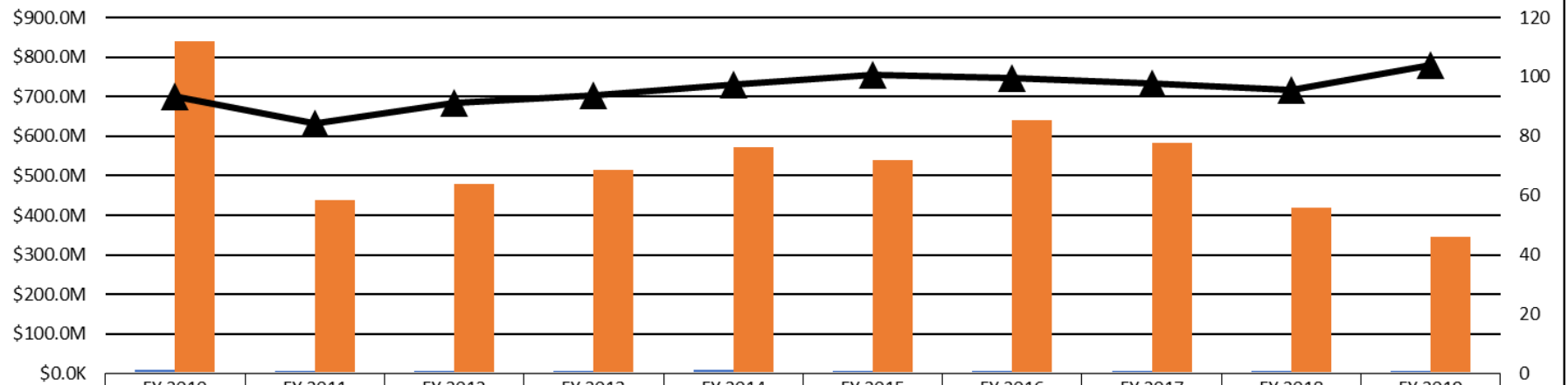
**Technical Studies** – conducts statutorily-directed hydrologic studies of the state's stream water and groundwater resources to determine water availability and allocates water accordingly; these studies are also used to identify effects of groundwater pumping on surface waters, surface water recharge of groundwater's water demand, and contaminant flow paths, among other uses.

**Water Rights Administration** – issues and maintains water use permits based on hydrologic availability studies; administers statewide water use reporting, manages shortages during times of drought, and conducts complaint response from domestic users and compliance activities; the program's purpose is to manage the state's water resources and meet statutorily-mandated water appropriation, use and protection laws.

**Water Well Drillers Licensing** – administers the licensing and continuing education of water well drillers and pump installers (water supply, geothermal, observation and monitoring wells) to ensure the integrity of water well construction and prevention of potential groundwater pollution; guided by comprehensive standards developed in cooperation with the legislatively established Water Well Drillers Advisory Council, this program also oversees complaint response, compliance activities, and online well log databases and mapping.

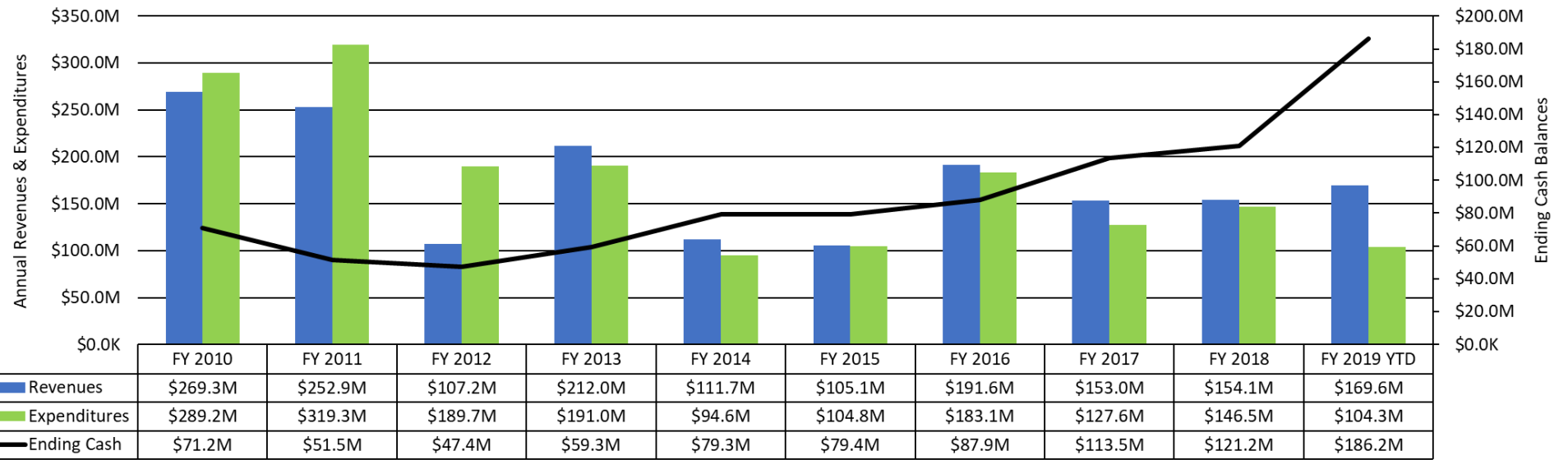
### III. Budget History

Water Resources Board Historical Budget and Full-time Employees



	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Appropriation	\$8.0M	\$5.7M	\$5.5M	\$7.0M	\$10.0M	\$6.6M	\$6.0M	\$5.5M	\$5.2M	\$5.3M
Budget	\$839.4M	\$439.2M	\$478.9M	\$515.8M	\$572.0M	\$539.1M	\$639.8M	\$583.5M	\$420.3M	\$346.1M
FTE	93	84	91	94	98	101	100	98	96	104
% Change in Approp	74.64%	-29.09%	-3.49%	27.27%	42.86%	-33.93%	-9.68%	-7.56%	-5.50%	2.50%
% Change in Budget	65.59%	-47.67%	9.04%	7.71%	10.88%	-5.75%	18.68%	-8.80%	-27.96%	-17.65%

### Water Resources Board Revenue, Expenditures and Ending Cash Balance





## IV. Goals and Projects

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### Accomplishments over the past year

Not reported by the agency to date.

### Goals for the upcoming year

Not reported by the agency to date.

### Major agency projects

- In 2012, HJR 1085 & SQ 764 authorized the Oklahoma Water Resource Board to issue general obligation bonds in the amount up to \$300 million dollars. Bonding authority is expected to be used as a credit back-stop for the OWRB Financial Assistance programs, without any bonds ever being issued.

### Savings and efficiencies

Not reported by the agency to date.

## V. Budget Requests

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Not reported by the agency to date.

# Sources

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This document was prepared by the Office of Management and Enterprise Services.

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- Official agency websites.
- Budget and financial data from the state's financial system of record.

For further information, please contact the Office of Management and Enterprise Services at 405-521-2141.



# Transition Document: Governor

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# I. Agency Information

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## Mission

As commander in chief of the militia of Oklahoma and the supreme executive power of the state, the governor is vested with authority to cause the laws of the state to be faithfully executed.

## Governance and administration

As chief magistrate of the state, the governor is vested with “the Supreme Executive Power” by the Oklahoma Constitution.

At the beginning of each legislative session, the governor presents budget recommendations and reports on the condition of the State of Oklahoma. Throughout the legislative session, every bill passed by the Legislature is sent to the governor for review. At that time, the governor signs the bill to approve it as law or vetoes the bill sending it back to the Legislature, which can override a gubernatorial veto by a two-thirds vote in each legislative body.

When any state office becomes vacant, the governor, unless otherwise provided by law, appoints a person to the vacancy, in certain instances by consent of the Senate. Furthermore, the governor serves as commander in chief of the state militia.

The governor has a statutory annual salary of \$147,000.

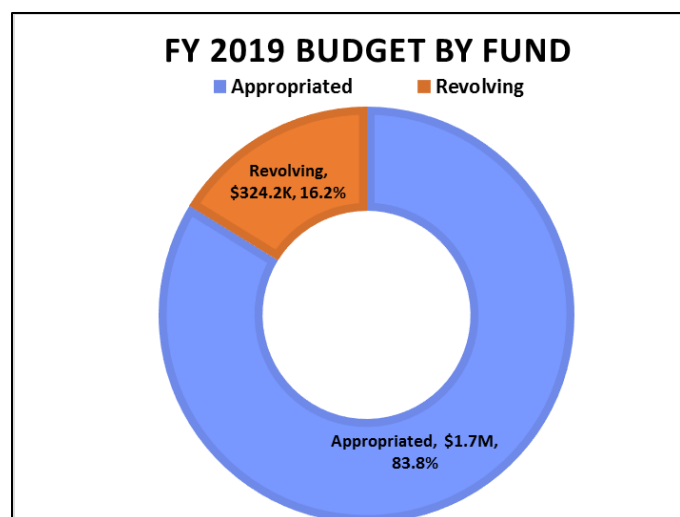
Website: <https://www.ok.gov/governor/>

Main phone: 405-521-2342

Enacting legislation: Constitution, Article 6 § 1

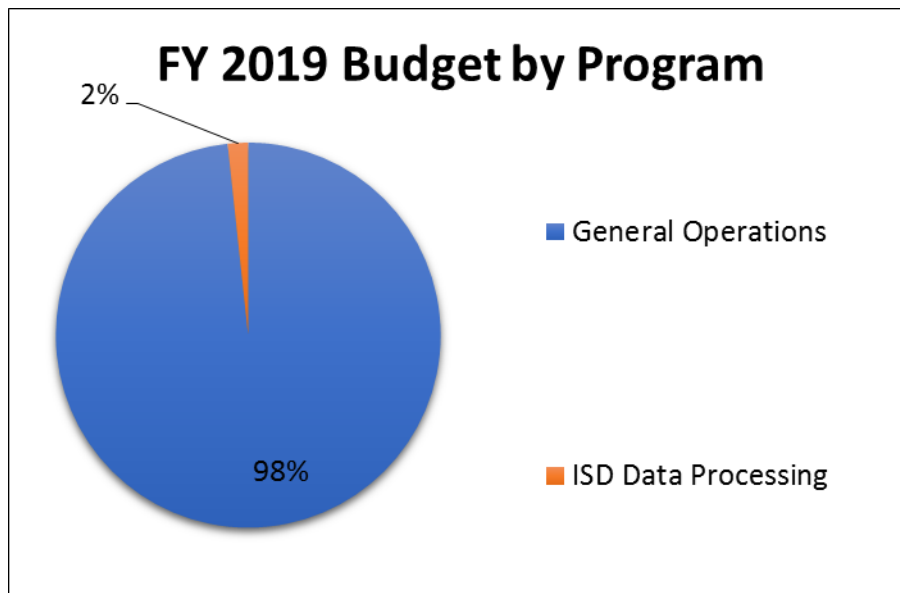
## FY 2019 budget summary

FY 2018 FTE	FY 2019 Total Budget
19.9	\$2.0M
FY 2019 Appropriation	FY 2018-19 Appropriations
\$1.7M	2.83%



## II. Programs

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Column1	Average Appropriation	Average FTE
Walters	\$2,109,809	36
Keating	\$2,563,421	38
Henry	\$2,595,130	31
Fallin	\$1,943,454	24

### Additional duties of the governor include:

- Being available as an interface to the public to help access state government.
- Conducting the business of Oklahoma with other states.
- Granting commutations, pardons and paroles, and processing extraditions.
- Approving agency rules.
- Negotiating tribal compacts.
- Conserving the peace throughout the state.
- Issuing executive orders on various matters including emergency declarations.

### The governor presides over, or is a member of, the following state boards and commissions:

#### Capital Improvement Authority (73 O.S. 152)

The authority was created by legislation in 1959 to issue revenue bonds to provide buildings and facilities for state government offices. The authority cannot issue bonds without legislative authorization. The authority consists of the governor who serves as chairman, the state treasurer, the lieutenant governor who serves as

vice chairman, the director of the Office of Management and Enterprise Services, the director of the Department of Human Services, the vice chairman of the Tax Commission, the director of the Oklahoma Department of Tourism and Recreation, and the director of the Department of Transportation.

#### Commissioners of the Land Office (70 O.S. 611)

The Commissioners of the Land Office, a constitutional agency, was created to manage and control lands and funds granted to the state under the provisions of the Enabling Act. The act, passed by the U.S. Congress in June 1906, gave to the state certain lands and funds for the support of schools and charged the commission with the sale, rental, disposal and management of the lands as well as the trust funds and proceeds derived. The Commissioners of the Land Office consists of the governor, lieutenant governor, state auditor and inspector, superintendent of public instruction, and president of the Board of Agriculture.

#### Contingency Review Board (74 O.S. 3605)

The Contingency Review Board is made up of the governor, president pro tem of the Senate and the speaker of the House. The director of the Office of Management and Enterprise Services is an ex officio, non-voting member. Responsibilities are limited and only applicable when the Legislature is not in session.

#### Education Commission of the States (70 O.S. 506.1)

The Interstate Compact for Education has as its purpose the furtherance of education through the close cooperation and understanding among executive, legislative, professional, educational and lay leadership on a nationwide basis and at state and local levels; and also to provide a forum for the discussion, development and recommendation of public policy alternatives in the field of education.

#### Interstate Oil and Gas Compact Commission (52 O.S. 201)

The Interstate Oil and Gas Compact Commission is a multi-state government agency that works to ensure our nation's oil and natural gas resources are conserved and maximized while protecting health, safety and the environment. The IOGCC advocates for environmentally sound ways to increase the supply of American energy. The Interstate Oil and Gas Compact Commission assists member states to efficiently maximize oil and natural gas resources through sound regulatory practices while protecting our nation's health, safety and the environment. The commission serves as the collective voice of member governors on oil and gas issues and advocates for states' rights to govern petroleum resources within their borders. The commission's various committees and workgroups initiate and sustain innovative projects with the sole purpose of advancing our nation's energy future. Comprised of member governors, state oil and gas regulators, industry and the environmental community, these committees work diligently to resolve issues surrounding much-needed resources found in the United States. The Interstate Oil and Gas Compact Commission is the nation's only dedicated forum for governors, state appointees and key policy staff focusing on key oil and natural gas issues.

#### Oklahoma Historical Society (53 O.S. 1.6)

The Oklahoma Historical Society, both a state agency and a private membership organization, is dedicated to the preservation and perpetuation of Oklahoma's history. Founded in May 1893 by the Oklahoma Territorial Press Association, it was declared an agency of the territorial government in 1895. The Oklahoma Historical Society Board of Directors consists of 25 members, 12 of whom are appointed by the governor and 13 elected by the society membership for three-year terms. Members of the board are appointed and elected by congressional district to help ensure statewide representation. The governor is an ex officio member of the board.

#### Oklahoma Turnpike Authority (69 O.S. 1703)

The authority was created to facilitate traffic throughout the state. This system of toll roads, approved by the Legislature, has been financed through the sale of revenue bonds. The authority now operates 10 turnpikes totaling 612 miles. The membership of the authority consists of the governor, an ex officio member, and six members appointed by the governor with confirmation by the Oklahoma Senate. There are six districts within the turnpike system and one member is appointed from each district.

#### Southern Regional Educational Compact (70 O.S. 2127)

As part of SREB's 16-state compact, each state receives core services funded by annual appropriations. States also benefit from targeted programs funded by grants from foundations and agencies. In addition, states, districts or schools may opt to contract for additional services or participate in networks with annual fees. The board includes the governor and four gubernatorial appointees from each member state, including at least one state legislator and one educator.

#### Southern States Energy Board (74 O.S. 1052)

The Southern States Energy Board is a non-profit interstate compact organization created in 1960 and established under Public Law 87-563 and 92-400. As an institution that has led to economic growth in the south, the Southern States Energy Board endeavors to reach the goal of sustainable development by implementing strategies that support its mission. SSEB develops, promotes and recommends policies, technologies and programs that protect and enhance the environment without compromising the needs of future generations. Sixteen southern states and two territories comprise the membership of SSEB. Each jurisdiction is represented by the governor and a legislator from the House and Senate. A governor serves as chairman and legislators serve as vice chairman and treasurer. Ex-officio, non-voting board members include a federal representative appointed by the president, the Southern Legislative Conference Energy and Environment Committee chairman and SSEB's executive director, who serves as secretary.

#### State Board of Equalization (Article 10, Section 21)

This board consists of six elected officials and the president of the State Board of Agriculture. The governor serves as chairman, with the state auditor and inspector serving as secretary. The board's functions are to adjust and equalize the valuation of real and personal property of the 77 counties; assess all railroad, air carrier, and public service corporation properties; perform such other duties as may be prescribed by the Oklahoma Legislature; and provide an estimate of revenue that will be available for appropriation by the Legislature.

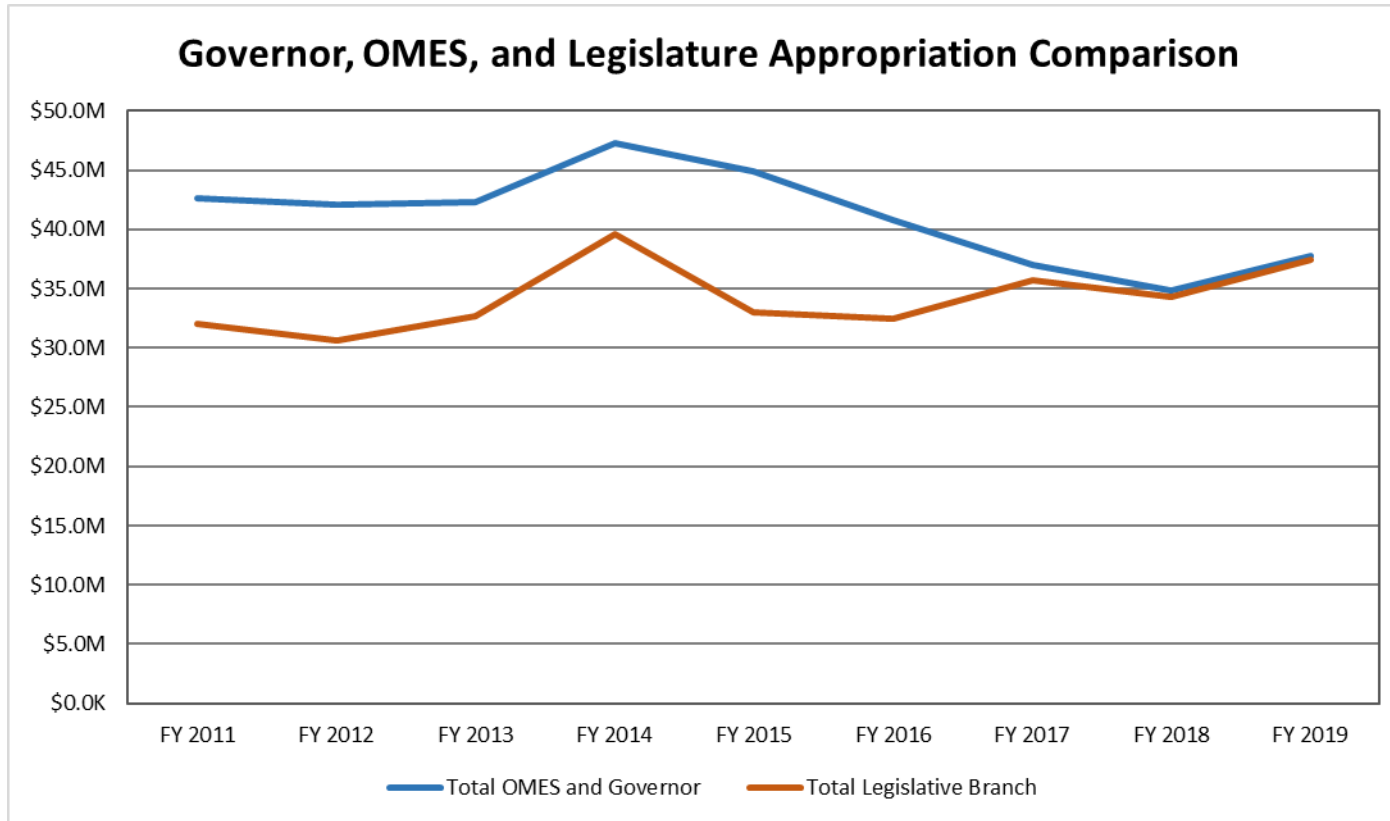
#### Transportation Commission (69 O.S. 302)

The commission is an eight-member board appointed by the governor and confirmed by the Oklahoma Senate. The commission sets departmental policy and oversees general operations of the Oklahoma Department of Transportation. The members represent eight geographic districts corresponding with ODOT's eight field divisions. The commission meets on the first Monday of each month in the R.A. Ward Transportation Building in Oklahoma City. The governor is an ex officio member of the commission with a vote in case of ties.



### III. Budget History

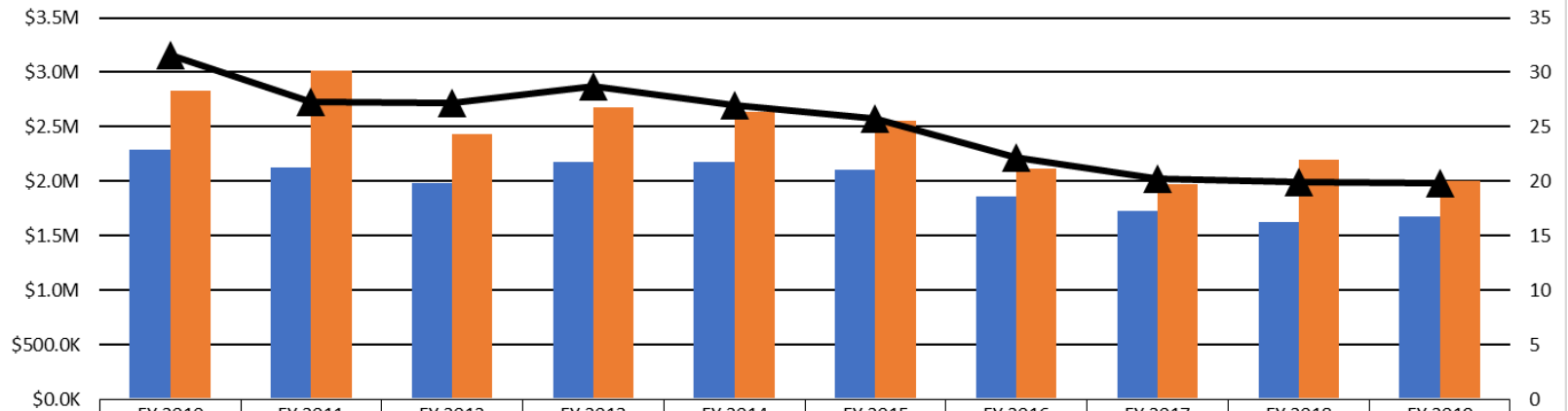
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Note: The OMES FY 2019 appropriation excludes \$5,961,698 for the Native American Cultural and Educational Authority.

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### Governor Historical Budget and Full-time Employees



	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Appropriation	\$2.3M	\$2.1M	\$2.0M	\$2.2M	\$2.2M	\$2.1M	\$1.9M	\$1.7M	\$1.6M	\$1.7M
Budget	\$2.8M	\$3.0M	\$2.4M	\$2.7M	\$2.6M	\$2.6M	\$2.1M	\$2.0M	\$2.2M	\$2.0M
FTE	32	27	27	29	27	26	22	20	20	20
% Change in Approp	-13.97%	-7.00%	-7.00%	9.71%	0.00%	-3.12%	-11.35%	-7.56%	-5.50%	2.83%
% Change in Budget	-9.32%	6.38%	-19.38%	10.09%	-1.44%	-3.14%	-17.18%	-6.78%	11.46%	-8.99%

# Sources

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For further information, please contact the Office of Management and Enterprise Services at 405-521-2141.



# **Transition Document: Civil Emergency Management**

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# I. Agency Information

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## History and function

Created by the Oklahoma Legislature in 1951, later laws combined the responsibilities of the Department of Emergency Resources Management with the Department of Civil Defense. The department now implements programs designed to minimize the effects of national and natural disaster upon the people of Oklahoma.

Website: [www.ok.gov/oem](http://www.ok.gov/oem)

Main phone: 405-521-2481

Enacting legislation: 63 O.S. § 683.1-683.24

## Mission

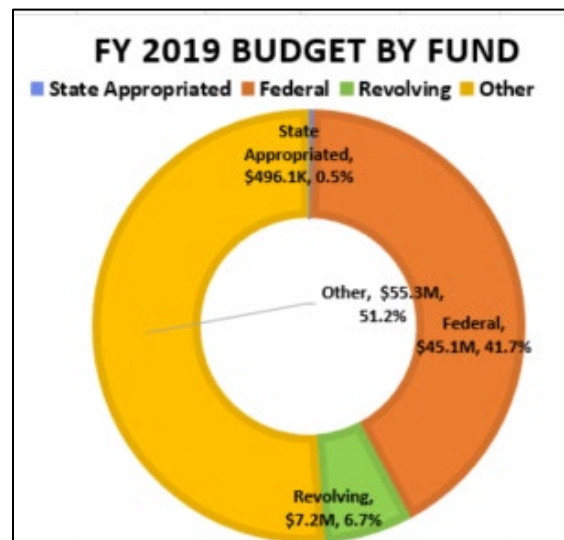
To minimize the effects of attack and technological and natural disasters upon the people of Oklahoma by preparing and exercising preparedness plans, assisting local government sub-divisions with training for and mitigation of disasters, and by coordinating actual disaster response/recovery operations.

## Governance and administration

This year, Governor Mary Fallin appointed Michelann Ooten to serve as director of the Oklahoma Department of Emergency Management (OEM). Ooten, the agency's deputy director, replaced Albert Ashwood, the nation's longest-tenured state director, who retired Aug. 31. Ooten has 17 years of experience with OEM, including serving the last seven years as deputy director. Her annual salary as director is \$95,000.

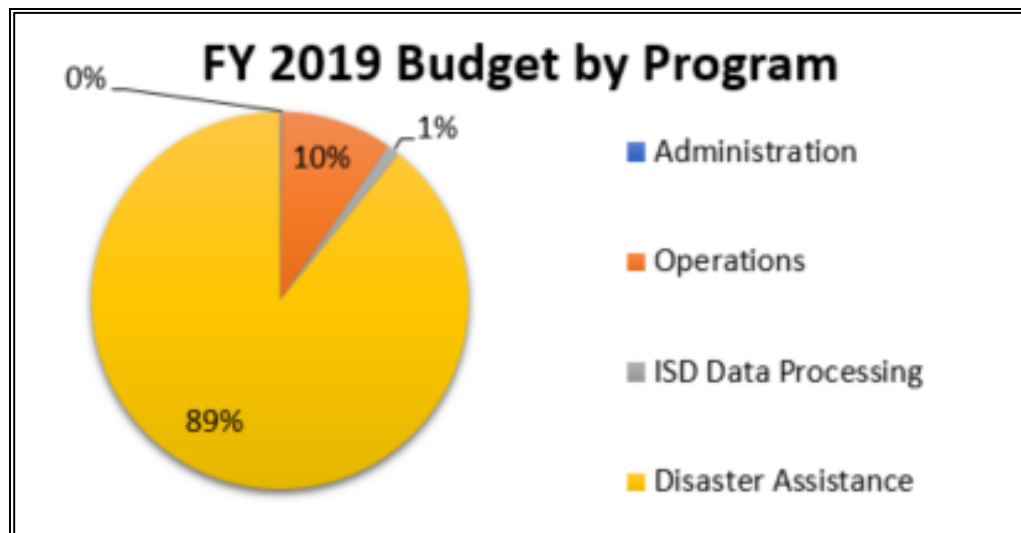
## FY 2019 budget summary

FY-2018 FTE	FY-2019 Total Budget
33.9	\$110.7M
FY-2019 Appropriation	FY-2018-19 Appropriations
\$496.1K	4.24%



## II. Programs

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### Hazard Mitigation Program

Not reported by the agency to date.

### Public Assistance Program

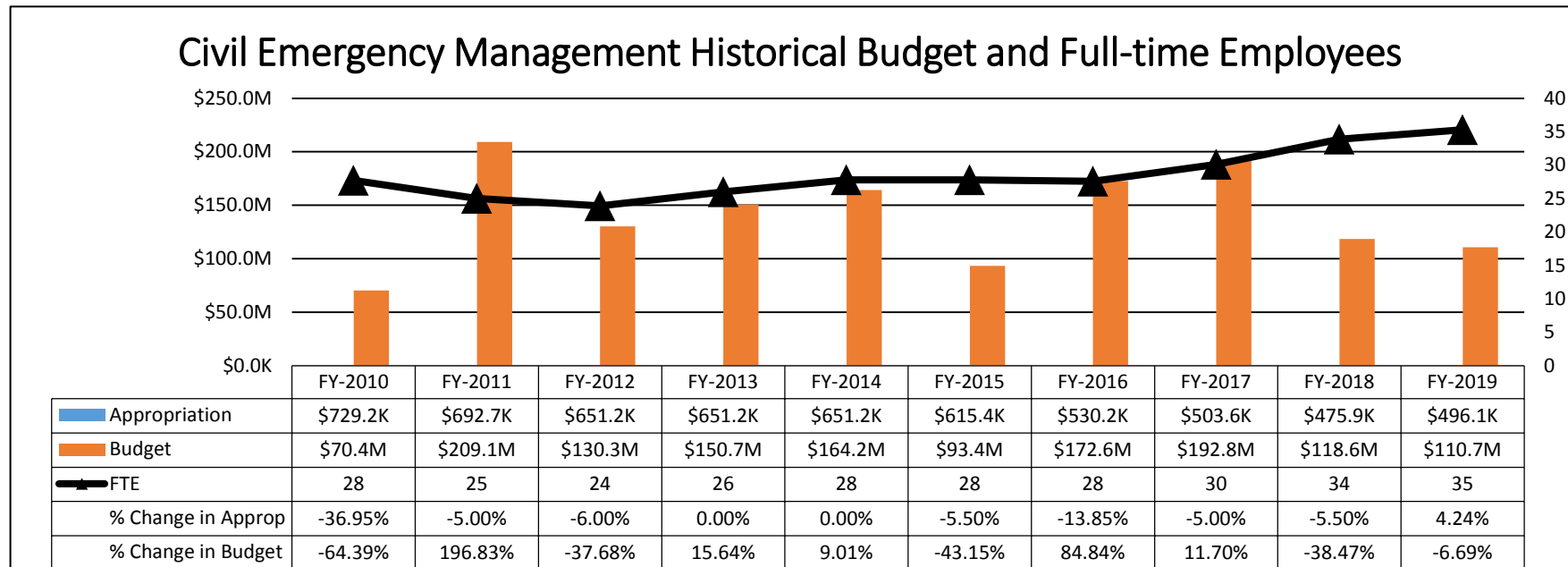
Not reported by the agency to date.

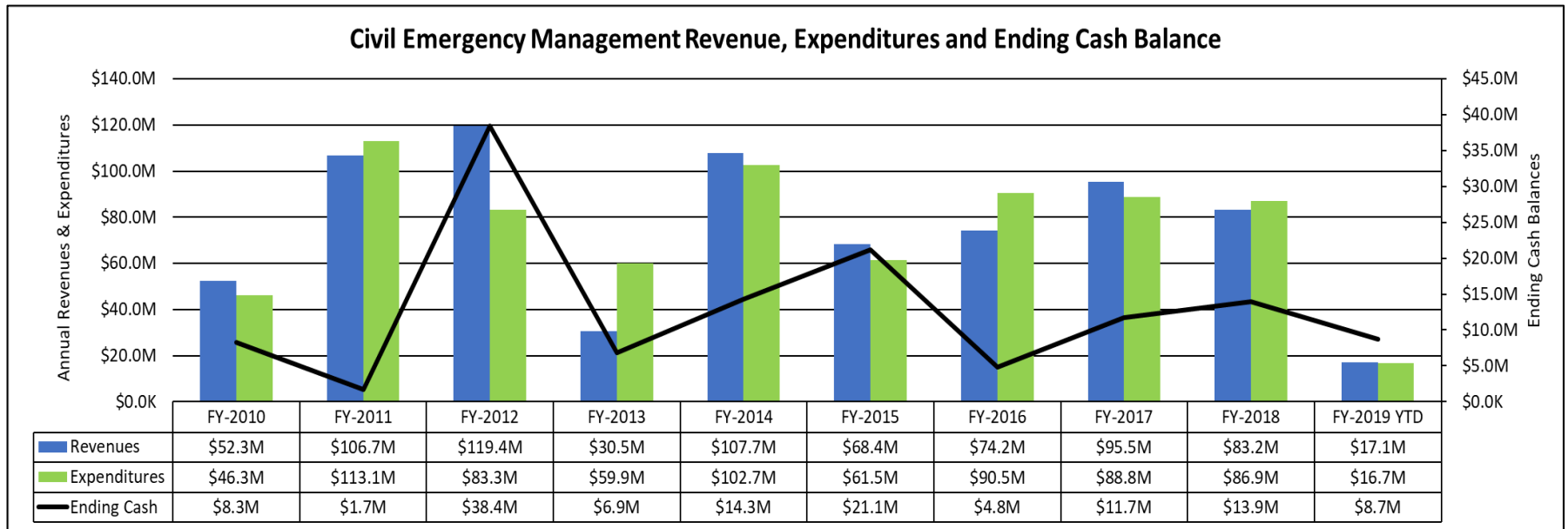
### Hazardous Materials Emergency Preparedness Grant

This program provides hazardous materials response training (focus on transportation) to first responders across the state at no cost to the state through Oklahoma State University Fire Service Training. A portion of the funding also is being directed to OSU Engineering to develop a Commodity Flow Study which will assist local emergency planning committees and first responders in planning for hazmat events. There are numerous hazmat events in Oklahoma each week of the year. The focus is on transportation hazmat events, however the training addresses all types. An average of 1,000 first responders are trained each year (includes law, EMS, Fire and Emergency Management).

*For more information, please refer to the attached executive quarterly report prepared October 1<sup>st</sup>, 2018.*

### III. Budget History







## IV. Goals and Projects

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### Accomplishments over the past year

- Purchased and implemented EMgrantsPro Emergency Management Grants Software.
- Closed eight public assistance legacy disasters.
- Closed 10 legacy hazard mitigation disasters.

### Goals for the upcoming year

- To increase resilience and capacity at the local level with support from the local Emergency Management Grant Program.

### Major agency projects

- Developing a statewide alert and warning program; this program will oversee the implementation of statewide objectives to provide alerts to the public. Potential objectives include: Organize working group, initiate a training program for local warning points, implement policy and plans for a statewide warning system, update the State's Emergency Alert System plan, develop standard operating procedures, and assist local warning points with technical services.
- Finalizing all grants, working through OKEmgrants Pro Software.
- Completing renovations at State Emergency Operations Center.

### Savings and efficiencies

- The Oklahoma Department of Emergency Management has joined with the Office of Management and Enterprise Services to implement ABS – Agency Business Services – for agency procurement support. This process provided a more efficient and accountable procurement process, allowing for quick response and a more accountable workflow.

## V. Budget Requests

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Agency submitted no requests to date.

# Sources

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For further information, please contact the Office of Management and Enterprise Services at 405- 521-2141.



# **Transition Document: Office of Disability Concerns**

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# I. Agency Information

## History and function

The Office of Disability Concerns (ODC) was formed in 1980. The purpose of the agency is to help state government develop policies and services that meet the needs of Oklahomans with disabilities. ODC provides information, education and advocacy for all aspects of the Americans with Disabilities Act (ADA).

In 2016, Governor Fallin proposed that the Office of Disability Concerns be consolidated into the Department of Rehabilitation Services. This proposal was rejected by the Legislature.

Website: [www.ok.gov/odc](http://www.ok.gov/odc)

Main phone: 405-521-3756

Enacting legislation: 74 O.S. § 9.21

## Mission

To serve Oklahomans with disability concerns through advocacy, education, resources and information. ODC acts as an intermediary for persons with disabilities and provides services to those with disabilities.

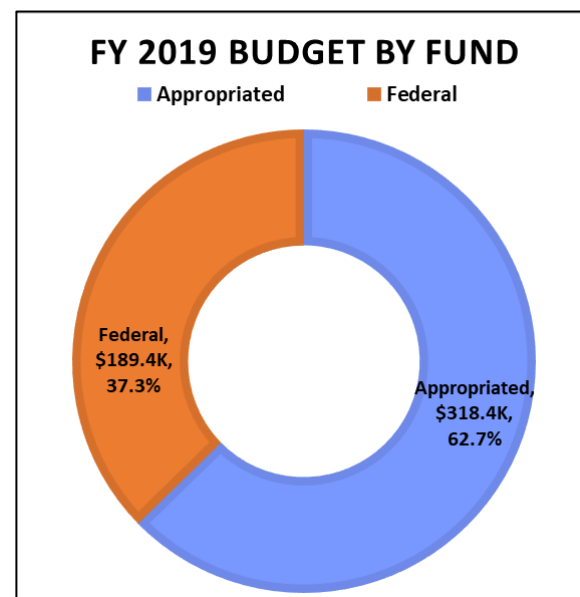
## Governance and administration

The agency does not have a governing board, but is served by two advisory committees with separate functions: the Governor's Committee on Employment of People with Disabilities and the Governor's Advisory Committee to the Office of Disability Concerns. Members of these committees and the director of the Office of Disability Concerns are appointed by the governor. R. Douglas MacMillan was appointed as director in April 2013. His salary is \$89,900.

## FY 2019 budget summary

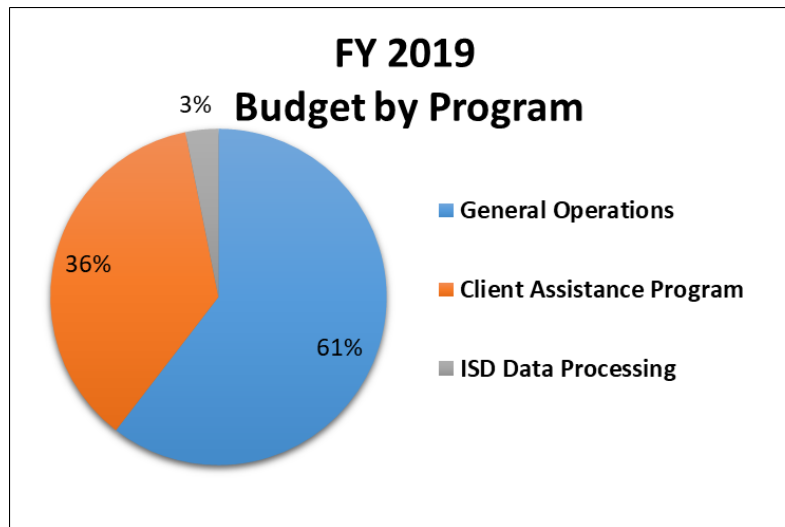
FY 2018 FTE <b>4.4</b>	FY 2019 Total Budget <b>\$507.8K</b>
FY 2019 Appropriation <b>\$240.5K</b>	FY 2018-19 Appropriations <b>3.63%</b>

**Note:** The FY 2019 budget for ODC includes \$77,000 in carryover from FY 2018.



## II. Programs

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The mission of the Office of Disability Concerns falls into six major categories: (1) provide technical assistance with all things concerning disability; (2) provide support for state policy makers, legislators and ADA coordinators; (3) offer training and increase awareness to business, schools, the general public, groups and other state agencies; (4) operate the Client Assistance Program; (5) respond to inquiries regarding subjects that may affect a person with a disability; and (6) maintain an original library of information that includes practical publications, training material and suggested reading material; Facebook; and our website.

### Client Assistance Program

The purpose of this program is to ensure that clients seeking services that are federally funded by the Rehabilitation Act receive all services to which they are entitled.

Number of clients served: 100 to 200 people with disabilities who are eligible for or already receiving services funded by the Rehabilitation Act.

### General Operations

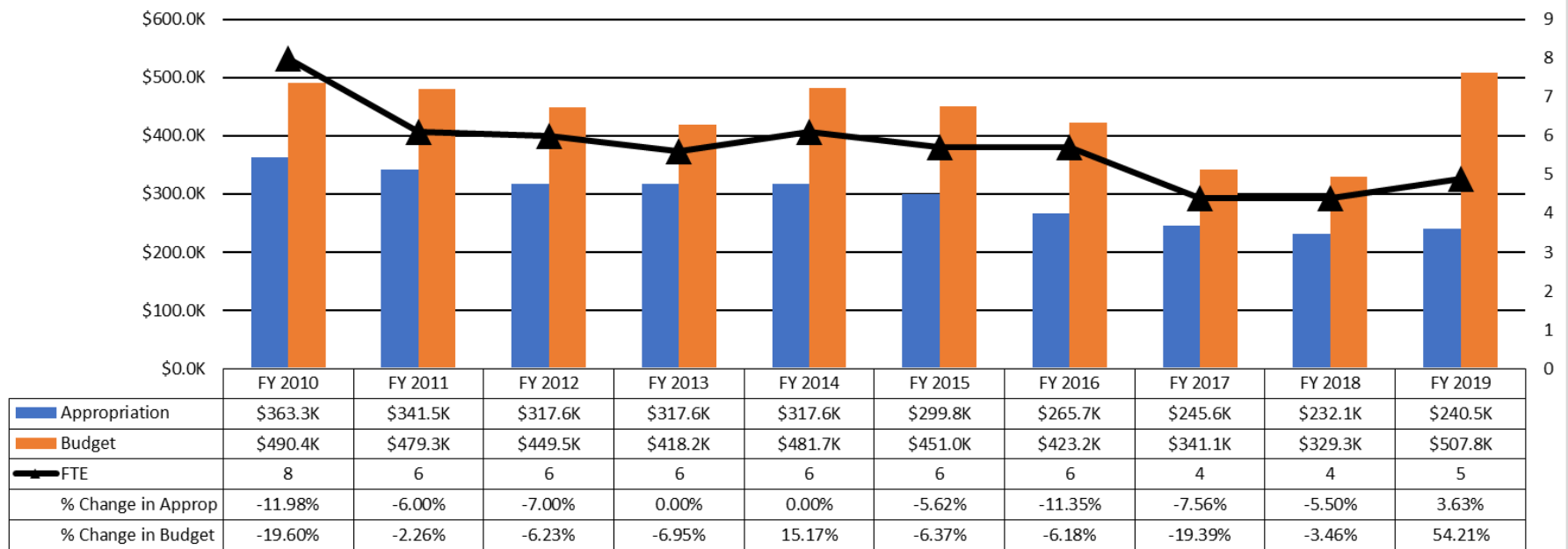
The purpose of this program is to provide training and education, information/referral, technical assistance and advocacy on issues affecting people with disabilities. ODC develops and disseminates informational materials and provides awareness and advocacy on a continuing basis to those who request agency services.

ODC provides CLEET-certified training to law enforcement agencies regarding interactions with the 621,000+ Oklahomans who have an auditory, visual, cognitive or ambulatory disability. Police officers are trained to distinguish behaviors that pose a real risk from behaviors that do not, and to recognize when an individual, such as someone who is having a seizure or exhibiting signs of psychotic crisis, needs medical attention. Training also helps law enforcement recognize behaviors that are resulting from a disability so that these behaviors are not criminalized when no crime has been committed.

Number of clients served: ODC interfaces directly with approximately 3,000 Oklahomans by providing assistance with information, discussion of opportunities, and addressing employment and accessibility issues. Further, ODC reaches 45,000 citizens annually with social media, venues and various trainings. Over 2,000 law enforcement officers have received CLEET-certified training.

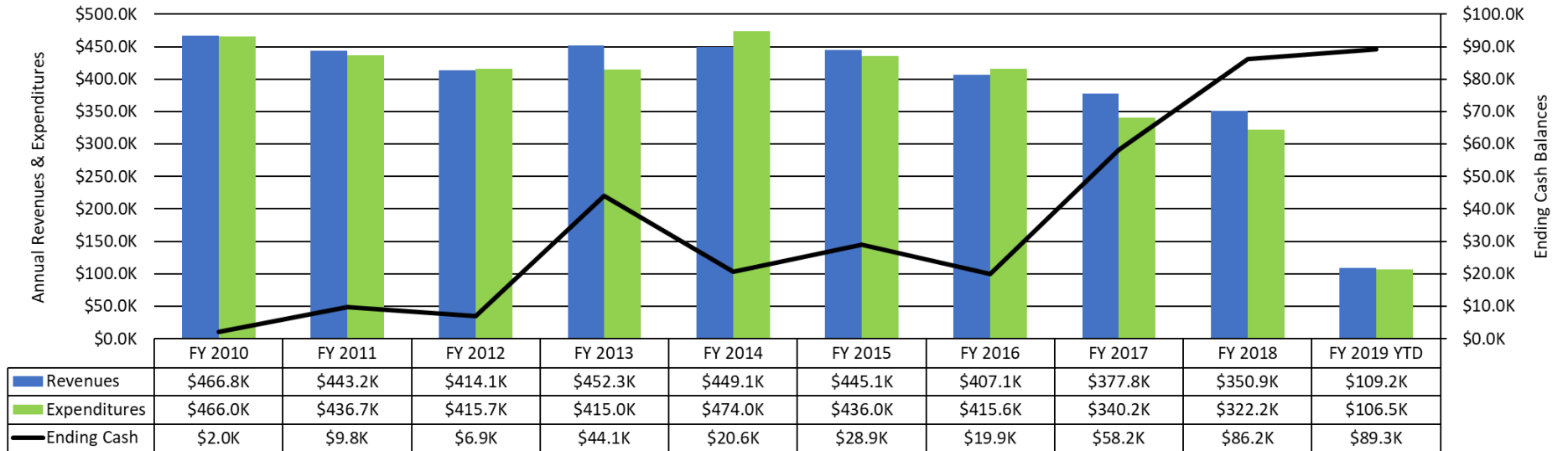
### III. Budget History

Office of Disability Concerns Historical Budget and Full-time Employees





### Office of Disability Concerns Revenue, Expenditures and Ending Cash Balance



**Note:** The Office of Disability Concerns has budgeted \$77,000 of carryover in the FY 2019 budget.

## IV. Goals and Projects

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### Accomplishments over the past year

- ODC provided CLEET-certified training regarding interactions with members of the disabled community to approximately 50 agencies and over 2000 law enforcement officers.
- The office presented the ADA awareness message to a wide variety of audiences, such as the Liberian Association, Cub and Boy Scouts, county election boards, OESC Tribunal, businesses, counselors and many more.
- As part of the “excellence of the ADA,” ODC wrote 200+ letters to business owners and Title II entities about compliance to the ADA.
- Improved training, resource availability and consistency of service in the inbound call center.
- Coordinated and hosted an Ability Fair with 60 employers and over 500 attendees.
- Developed training packages, integrating slides and multi-media, resulting in consistent positive evaluations.

### Goals for the upcoming year

- Expand CLEET-certified training for law enforcement.
- Increase visibility to the community.
- Increase presence in mediation, offering additional training classes and becoming the go-to source for ADA technical assistance.

### Major agency projects

- Expanding CLEET-certified training for law enforcement to an additional 2,500 officers.
- Offering trainings to law enforcement outside the Oklahoma City metropolitan area.

### Savings and efficiencies

- Co-locating space with another agency to save rent.
- Eliminating copier machine.
- Savings recognized as a result of the agency director serving as administrator of financial services, human resources and media director.

## V. Budget Requests

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Operating Request		FY 2020 Request	Ongoing?
1	Law enforcement training – increase in salaries	\$23,000	Y
2	Law enforcement training – increase in travel	\$12,000	Y
3	Rent increase	\$1,000	Y
4	Software rentals	\$1,000	Y
<b><i>FY 2020 request total:</i></b>		<b>\$37,000</b>	

### 1. Expand law enforcement training

This request would fund one additional part-time temporary employee and one promotion, which would allow ODC to increase training efforts with law enforcement about the disability community.

### 2. Expand geographical reach of law enforcement training

This request would fund travel costs needed to offer statewide CLEET-certified training to law enforcement. Funding both of these two requests would allow ODC to offer training to an estimated additional 2,500 law enforcement officers in 60 venues.

### 3. Rent cost increase

This funding would allow ODC to pay the anticipated rent increase.

### 4. Software rentals

The Office of Disability Concerns would like to rent Adobe software to assist in document exchange with shared services, clients and other Oklahomans.

# Sources

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This document was prepared by the Office of Management and Enterprise Services.

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- Budget request, agency information and strategic planning documents submitted by the agency to OMES.
- Official agency websites.
- Budget and financial data from the state's financial system of record.

For further information, please contact the Office of Management and Enterprise Services at 405-521-2141.



# **Transition Document: Secretary of State**

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# I. Agency Information

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## History and function

The secretary of state's office (SOS) is the official repository and filing agency for all official acts of the governor, legislation and state questions, business entity filings, state agency rules and regulations, agricultural lien filings, notary public applications, and athlete agent registrations. The secretary of state serves as the Oklahoma chief international protocol officer.

Website: <https://www.sos.ok.gov/>

Main phone: 405-522-4565

Enacting legislation: Oklahoma Constitution – Article VI, Section 1

## Mission

The mission of the SOS is to provide the registry and safekeeping of vital state instruments through prompt, accurate service and complete satisfaction for our public, business and government agency clients.

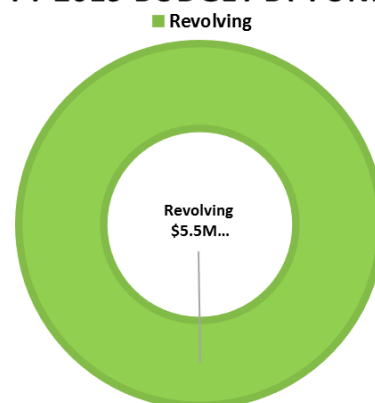
## Governance and administration

The secretary of state's office is under direction of James A. Williamson, current secretary of state. He was appointed by Governor Mary Fallin in May of 2018. The secretary of state's annual salary is \$140,000.

## FY 2019 Budget Summary

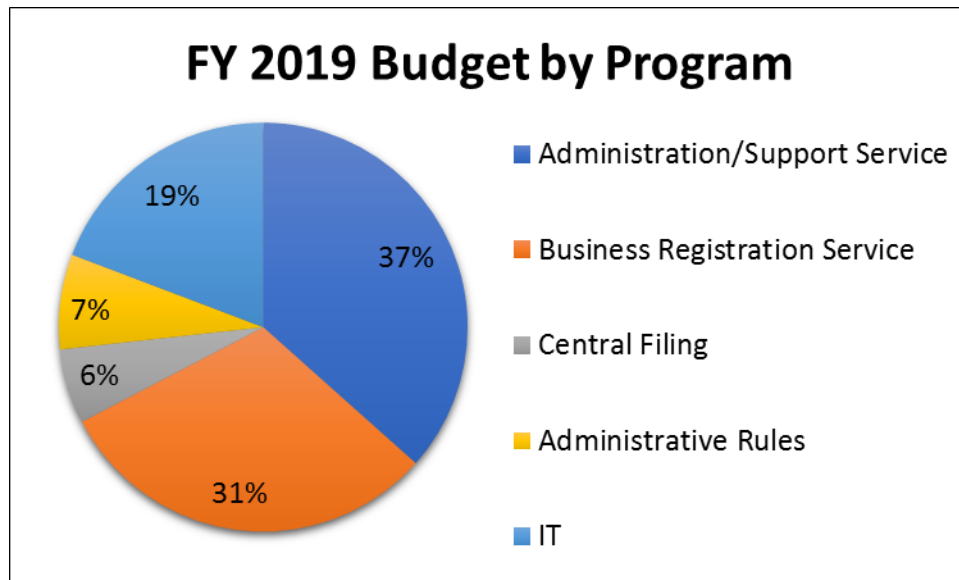
FY 2018 FTE 32.6	FY 2019 Total Budget \$5.5M
FY 2019 Appropriation \$0.0K	FY 2018-19 Appropriations 0.00%

## FY 2019 BUDGET BY FUND



## II. Programs

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### International Relations and Services

The International Relations and Services Department serves the executive, legislative and judicial branches of government in matters of country-specific briefings and proper protocol when meeting with visiting foreign diplomats and VIPs and management of international relationships for the state. The department also provides expert protocol assistance to other stakeholders in Oklahoma such as other state agencies, municipal governments, military installations and private businesses.

Number of clients served: Provided protocol expertise and assistance to Oklahoma's executive and legislative branches of government, congressional staff, colleges and universities, U.S. Department of the Interior, U.S. Department of Homeland Security, and the general public. Approximately 50 individuals.

### Native American Affairs

The Oklahoma Native American liaison may serve as the secretary of Native American affairs or a successor cabinet position and shall have jurisdictional areas of responsibility related to Native American issues and state and tribal relations. The Native American liaison is directed to monitor all compacts, including gaming, tobacco, and motor vehicle fuel agreements, entered into by state and political subdivisions with federally recognized Indian tribal governments within this state; coordinate with the Office of Tribal Relations within the Oklahoma Historical Society on the gathering, preserving and maintaining of all such compacts and agreements and all related records, documents and materials; monitor the interactions of state agencies with tribal governments; inform tribes on funding opportunities through partnerships with state agencies to address locally determined priorities of interest agreed to by both the state and tribal governments; ensure continuing

outreach to maintain relationships with tribes and tribal organizations; and submit an annual report to the governor, the speaker of the House of Representatives, and the president pro tempore of the Senate on the interactions between the state, state agencies and tribal governments.

## **Executive Legislative**

This division acts as a liaison and centralized records repository to the executive, legislative and judicial branches of state and federal government. The purpose of this program is to provide a central location at which various governmental documents may be accessed by both state and federal governmental entities and the general public; authenticate official acts of the governor; distribute documents to various entities; electronically send documents to the state and federal government to certify election results; and preserve the Oklahoma Constitution and Legislation.

Number of clients served: 65,788

## **Business Registration Services**

The Business Registration Services division provides a centralized registry for filing, indexing, maintenance and preservation of documents and information relating to business entities for easy access to the public.

Examples of such documents include the following:

- Domestic and foreign corporations, trademarks, domestic and foreign limited partnerships, domestic and foreign limited liability companies, trade names, fictitious names, public trust indentures and official statements.
- Invention developer bonds.
- Surface damage bonds.
- Information on charitable organizations and professional fund raisers and solicitors.
- Athletic agent registrations.

Total transactions in FY 2017 were 262,853.

## **Document Receiving**

This department accepts and processes for deposit all cash instruments received each day and causes the associated documents to be scanned into the Business Filing System for filing by the Business Services and Notary Departments.

Number of clients served: Each filing or order requires the payment of a fee. The number of batches processed in house for FY 2017 was 160,138. An additional 226,498 transactions were originated via the secretary of state's website.

## **Apostille and summons**

The Certification Department acts as a central repository for business documents as required by statute. This department provides plain copies and certified copies of previously-filed documents and creates a Certificate of Fact attesting to the validity of a filed document. This program also provides a central location to accept and maintain a listing of manual signatures for public officials and prepare apostilles, as required, for documentation of foreign transactions.



Number of clients served: 66,338

## **Central filing for agricultural liens**

The purpose of legislation that created the Oklahoma Central Filing System is “to make the laws governing protection of buyers of farm products, commission merchants, and selling agents comply with the provisions of Section 1324 of the Food Security Act of 1985 as codified at Section 1631 of Title 7 of the United States Code” [12A O.S., § 1-9-320.1]. Fees are addressed in Title 28 O.S., §111.

Number of clients served: 12,324 filings.

## **Notary Public**

As mandated by 49 O.S., Sections 1 et seq., this department commissions notaries public for the State of Oklahoma.

Number of clients served: 42,000

## **Office of Administrative Rules (OAR)**

This department administers provisions of the Administrative Procedures Act (75 O.S., §§ 250 et seq.) and the Open Meeting Act (25 O.S., §§ 301 et seq.) by compiling, codifying and maintaining Oklahoma’s administrative laws; publishing the Oklahoma Register and the Administrative Code; receiving and maintaining meeting notices of state public bodies; and posting meeting notices online.

The state’s regulatory agencies are required to submit rules and rulemaking notices at various stages in the rulemaking process. The OAR receives, processes and publishes these notices and rules and maintains the state’s official rulemaking records.

The OAR serves as a source of information about rules, the rulemaking process, executive orders and meeting notices for the general public. The OAR also functions as the public’s surrogate for ensuring process accountability of agencies and state public bodies.

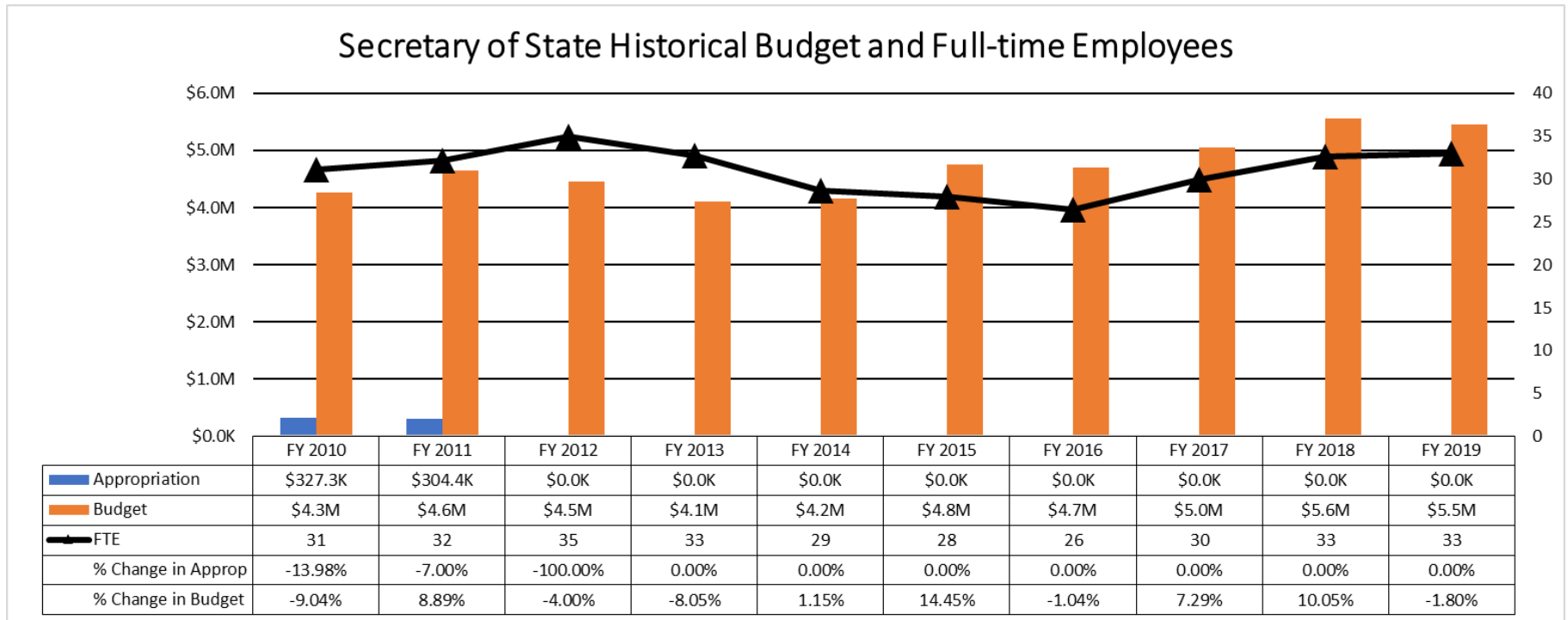
The Legislature and the governor’s office review the substance, policy, authority and legality of rules, while the OAR reviews the numbering and format of rules and maintains the official records.

Staff of the attorney general’s office, in their role as legal counsel to the agencies, coordinate with the OAR.

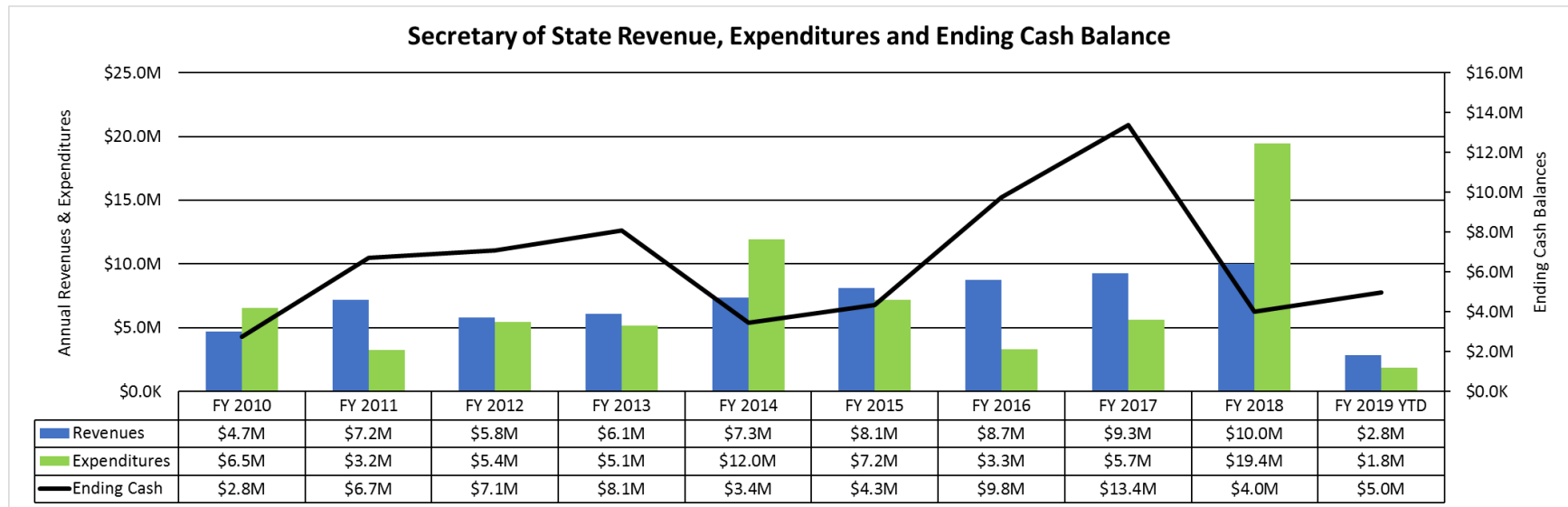
The OAR sends copies of the Registers, Code, and Supplements to county clerks, to ensure that rules and executive orders are available to the public throughout the state.

Number of clients served: 2,276, plus online users.

### III. Budget History



The secretary of state's office became a non-appropriated agency in FY 2012.



The secretary of state's office annually contributes cash to help fund the overall state budget.

## IV. Goals and Projects

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### Accomplishments over the past year

- Provided protocol expertise and assistance to Oklahoma's executive and legislative branches of government, congressional staff, colleges and universities, U.S. Department of the Interior, U.S. Department of Homeland Security, and the general public.
- Continued indexing information regarding VIP visits, gifts given/received, as well as photographs and notes taken during meetings.
- Planned a two-day consular summit with 10 consuls general from Australia, Canada, France, Germany, Greece, Guatemala, Ireland, S. Korea, Mexico and Switzerland in attendance.
- Prepared Governor Fallin, Lt. Governor Lamb and the secretary of state for diplomatic meetings with consuls generals from Mexico, Indonesia, Germany, United Kingdom, Taiwan, Japan and Canada.
- At the invitation of AICCO President Bailey Walker and Executive Director Annetta Abbott, joined an information-sharing meeting with four international visitors from the Czech Republic and Slovakia who were in the United States to learn about "How minority-specific chambers of commerce promote the success of minority-owned businesses."
- Met with the Honorary Consulate of Peru Enrique Gambetta-Villar to initiate a trade agreement or cultural exchange between Oklahoma's tribes and indigenous Andes people in his country as well as the nation of Peru itself.
- Helped facilitate an international art exchange by arranging the transportation and exhibition of the Kyoto, Japan student art exhibit at the Riverside Indian School in Anadarko, OK.
- Participated in 11 state agency formal tribal consultations, listening sessions, stakeholder groups, and advisory boards that were conducted in conjunction with the U.S. Department of Health and Human Services, U.S. Social Security Administration, Oklahoma Department of Transportation, Arkansas National Guard/ Oklahoma National Guard/ Texas National Guard, Oklahoma Department of Mental Health and Substance Abuse Services, Oklahoma Health Care Authority, and Oklahoma State Department of Health, providing the opportunity for tribal nations to work as collaborative governance partners with the State of Oklahoma on mutually beneficial initiatives.
- Improved public customer service and state agency customer service by updating information and data accessible via the Oklahoma secretary of state website. The Business Services call center answered 94,898 of the 106,300 calls received during FY 2018, and staff directly assisted 40,953 clients, enabling the filing examiners to file over 158,000 walk-in and mail filings within 3-5 business days.
- The Certification Department processed 7,912 mail/walk-in clients and 58,462 web transaction.
- Reviewed and processed 42,000 notary documents.
- Received, reviewed and published 941 agency rulemaking documents in the Oklahoma Register.

# Goals and projects for the upcoming year

## International Relations and Services Division

- Attend annual Protocol and Diplomacy International-Protocol Officers Association education forum.
- Train interns in protocol knowledge.
- Begin search for protocol officer to train for FY 2021 retirement of current protocol officer.
- Continue initiative to grow Oklahoma Consular Corps requiring visits to foreign consulates general in Houston and embassies in Washington, D.C.
- Continue outreach for awareness of SOS protocol services.

## Native American Affairs

- Maintain tribal outreach to Oklahoma's 38 federally recognized tribes by conducting a minimum of 200 annual contacts.
- Organize and host an annual formal lunch or dinner event for tribal leaders at the Capitol.
- Attend and participate at each of the four quarterly meetings of the Five Civilized Tribes and address the executive committee and the general assembly at each of those meetings.
- Attend eight of the 12 monthly meetings of the NE Inter Tribal Council in Miami.
- Attend and participate at each of the four quarterly meetings of the Oklahoma Indian Child Welfare Association and its annual conference.
- Attend and participate in the annual Sovereignty Symposium hosted by the OK Supreme Court.
- Attend and participate in the annual Indian Education Summit.
- Increase state-tribal partnerships, compacts and memorandums of understanding.
- Organize and host four quarterly tribal liaison meetings for 10 agencies that have a division or designee dedicated to tribal outreach to identify and add members to the group as needed and maintain representation from each of the agencies listed.
- Maintain the Native American Affairs webpage on the secretary of state website to provide better access for visitors to tribal compacts and agreements, tribal contact information, tribal events, and the activities of the Native American Affairs Department.
- Coordinate efforts with the International Protocol Division to provide better access for tribal partners to international commerce opportunities.
- Update tribal flag collection for use at formal functions where the Native American Affairs Department is a partner by purchasing a complete set of indoor tribal flags for display.

## Executive Legislative Division

- Continue to work with an approved contactor regarding image scanning for all records filed prior to 2001 with permanent preservation status (currently not imaged: over 100,000 records dating back to statehood and as far back as 1889).
- Continue to improve public customer service and state agency customer service by updating information and data accessible via the Oklahoma secretary of state website.

## Document Receiving

- Update the optical scanning equipment for better imaging and efficiency.
- Cross train new FTE in summons department.

#### Certification, apostille and summons

- Continue succession planning.
- Continue to improve public utilization of the online ordering system to increase participation rate above the current rate of 88 percent for documents being initiated and completed online.
- Improve public customer service and state agency customer service by updating information and data accessible via the Oklahoma secretary of state website.
- Continue scanning and uploading images of archived business filings.
- Finish the updating the indexing of 900 reels of Reelview micro-filmed documents.

#### Central Filing System for agricultural liens (CFS)

- Convert all buyer registrations to electronic delivery via internet download, eliminating paper and CD.
- Complete the integration of EFS filings into Sooner Access.
- Following integration of EFS filings into Sooner Access, launch online filing module for EFS 1 and 2 documents.
- Maintain current succession planning.

#### Notary

- Develop user-friendly online, notary filing system based on client feedback, reducing complaints, and division phone calls.
- Create webpage allowing notaries to request filing confirmation email be resent when initial email has been lost.
- Add Sooner Access feature allowing staff to resend confirmation email within the application upon receiving client request by phone.
- Generate post-filing webpage that includes detailed information regarding processing and delivery of electronically submitted filings.
- Maintain current succession planning.

#### Office of Administrative Rules (OAR)

- Develop application to electronically review, markup and return adopted rules to state agency liaisons.
- Continue ongoing discussions with IT Division to develop and implement web-based filing component for administrative rules.
- Enhance rules database to calculate filing and publishing statistics, incorporate versioning and allow the public to see prior versions of rules via section source notes, and to include ability to extract agency titles in Word format.
- Create content accessible to individuals with disabilities that complies with current Oklahoma standards.
- Update meeting notice software to allow public body attachments, electronic registration, and issuing of login-in IDs through agency website, as well as posting of emergency meetings.
- Maintain current succession planning.

## **Savings and efficiencies**

- Updated Oklahoma register webpage to add pdf files for older html issues currently on the website, providing an additional option for users to view registers as they actually appear in official printed issues and the ability to cite to page numbers in those issues.
- Coordinated with Archives and Records Commission and received permission to eliminate a four-year backlog of old EFS filings.
- Continued efforts to educate notary applicants about the availability and advantages of online filing of notarial applications and bonds, and successfully met our goal of increasing the number of online filings to 75 percent of total applications filed and 10 percent of total bonds filed.

## **V. Budget Requests**

The secretary of state's office is a non-appropriated agency and has not requested funding from the Legislature for the upcoming fiscal year.

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# Sources

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For further information, please contact the Office of Management and Enterprise Services at 405-521-2141.





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# Transition Document: Banking Department

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# I. Agency Information

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## History and function

The Oklahoma State Banking Department (OSB) was instituted by the Oklahoma Constitution in 1907 to regulate and control all state banks, loan, trust, and guaranty companies. The Banking Department supervises 158 state-chartered banks, 13 state-chartered credit unions, eight trust companies and one savings association. It also licenses 14 money order companies and 106 money transmission companies. Through its examinations, the Banking Department can determine whether institutions are making safe and sound lending and investment decisions and protecting the deposits of their customers.

Website: [www.banking.ok.gov](http://www.banking.ok.gov)

Main phone: 405-521-2782

Enacting legislation: OK Const. art. 14, § I and 6 O.S. § 201

## Mission

The department strives to ensure the safety of depositors' funds through the effective and efficient supervision of financial institutions to preserve the dual banking system and protect depositors and shareholders of such institutions.

## Governance and administration

The Banking Board consists of seven members, including the commissioner, who are appointed by the governor with consent of the Senate. The current commissioner, Mick Thompson, has served over 25 years and his current term extends through 2020. The commissioner serves as the chairman and only votes in case of a tie. Other than the commissioner, five members of the board are active officers of state banks or trust companies and one may be an officer or director of a national bank. One member shall be a citizen of Oklahoma who is not and has not been an officer or stockholder in any banking institution. The term of each Banking Board member, other than the commissioner, is six years. The commissioner is appointed for a term of four years and also serves on the Credit Union Board.

The Credit Union Board consists of five members appointed by the governor. The commissioner is a member presiding as chairman of the State Credit Union Board. One of the other four members is a member of a credit union organized under the laws of this state, and each of the other three members is an officer in charge of operations or a director of a credit union organized under the laws of this state; however, one of those three may be from a federal credit union. The term of each appointed Credit Union Board member is four years.

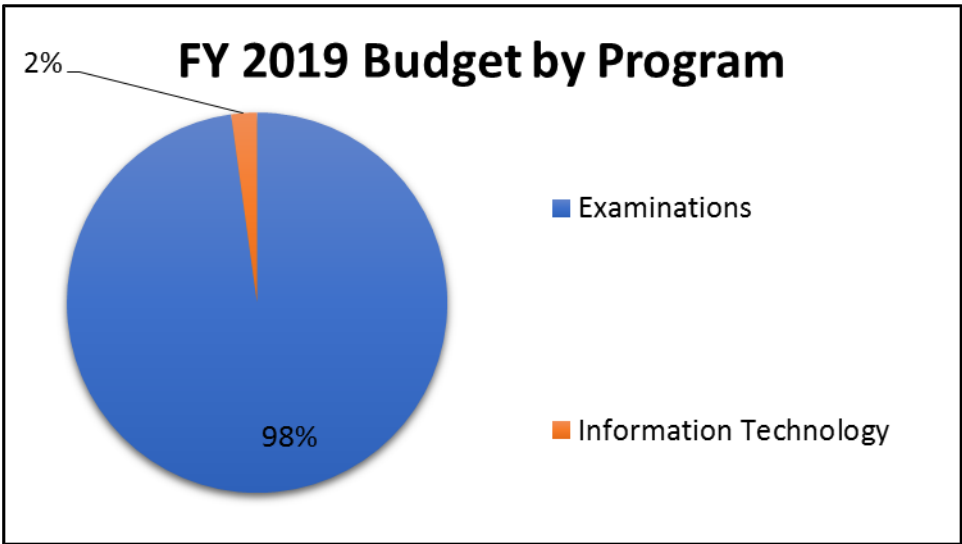
The commissioner may appoint a budget director for the department, a credit union administrator and assistant deputy commissioners. The budget director, credit union administrator and assistant deputy commissioners shall have the duties and authority as prescribed by the commissioner.

# FY 2019 budget summary

FY 2018 FTE 41.2	FY 2019 Total Budget \$8.8M
FY 2019 Appropriation \$0.0K	FY 2018-19 Appropriations 0.00%

The Banking Department does not receive appropriations; all monies are held in revolving funds.

## II. Programs



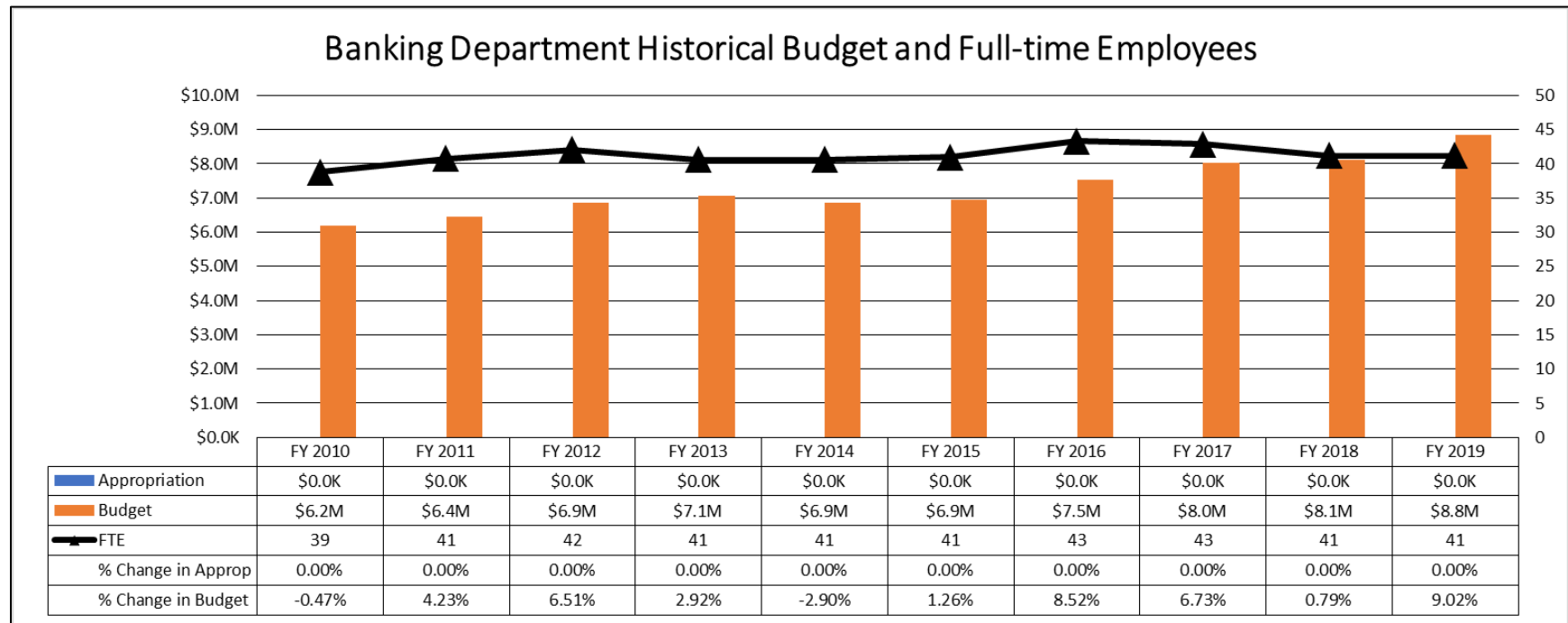
### Examinations

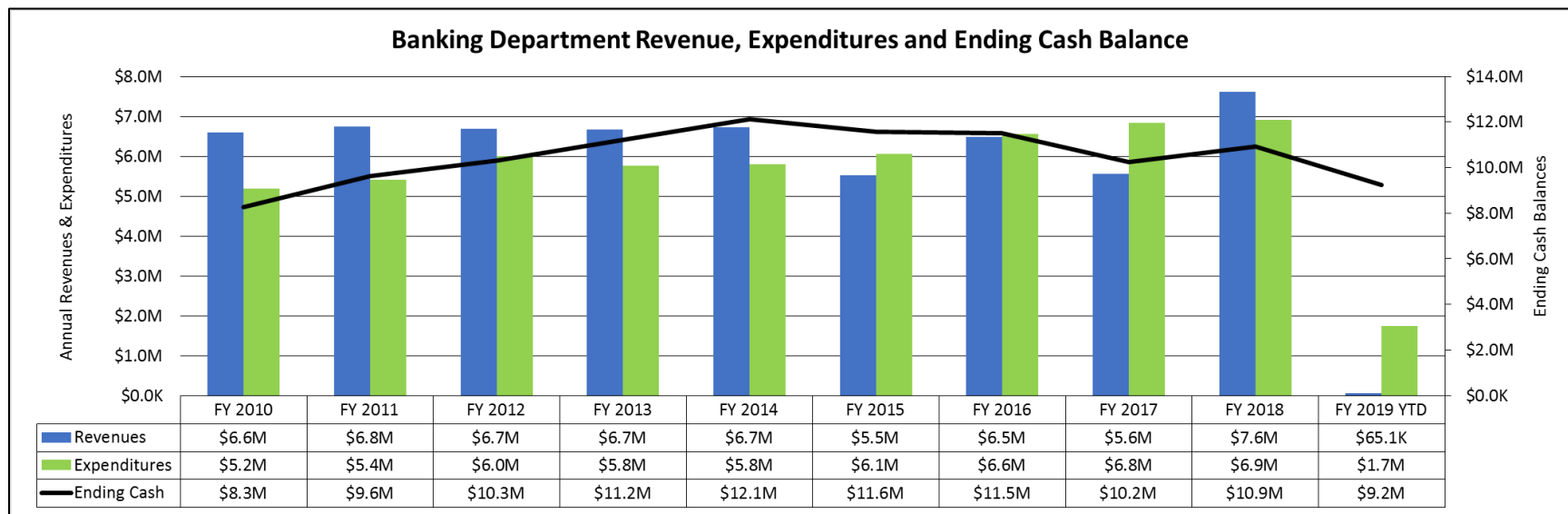
The purpose of examinations of state-chartered banks, savings associations, trust companies, money transmitter companies and credit unions is to ensure the continuance of safe and sound financial practices in the state's financial institutions.

### Information Technology

Information Technology supports the Examination program.

### III. Budget History





## IV. Budget Requests

The Banking Department is a non-appropriated agency and does not request appropriations for their budget from the Legislature. Like all non-appropriated agencies, 10 percent of fee revenue is deposited into the General Revenue Fund.

# Sources

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For further information, please contact the Office of Management and Enterprise Services at 405-521-2141.

## FY 2017 through FY 2019 APPROPRIATION HISTORY

Agency/Cabinet Name	FY 2017 Appropriation	Percent Change	Percent of Total	*FY 2018 Appropriation	Percent Change	Percent of Total	FY 2019 Appropriation	Percent Change	Percent of Total
<b>SUMMARY BY CABINET</b>									
Governor	\$1,725,051	-7.56%	0.02%	\$1,630,146	-5.50%	0.02%	\$1,676,281	2.83%	0.02%
Lieutenant Governor	391,814	-7.56%	0.01%	370,258	-5.50%	0.01%	378,720	2.29%	0.01%
Agriculture	32,842,866	-6.37%	0.48%	33,077,738	0.72%	0.47%	34,552,122	4.46%	0.49%
Commerce and Tourism	66,488,796	-8.36%	0.96%	63,581,679	-4.37%	0.91%	61,700,074	-2.96%	0.88%
Energy and Environment	22,461,762	-5.49%	0.32%	21,226,001	-5.50%	0.30%	23,240,861	9.49%	0.33%
Finance, Admin and Info Tech	95,092,224	-3.12%	1.38%	91,943,387	-3.31%	1.32%	103,019,562	12.05%	1.47%
Health and Human Services	2,192,807,372	2.20%	31.73%	2,266,758,037	3.37%	32.43%	2,433,313,664	7.35%	34.82%
Military	10,035,604	-7.00%	0.15%	9,906,466	-1.29%	0.14%	10,195,256	2.92%	0.15%
Safety and Security	663,528,057	-0.49%	9.60%	669,491,668	0.90%	9.58%	713,633,585	6.59%	10.21%
Science and Technology	14,415,329	-7.56%	0.21%	13,622,253	-5.50%	0.19%	13,657,825	0.26%	0.20%
Secretary of State, Education and Workforce Development	3,382,689,375	-3.37%	48.94%	3,339,319,448	-1.28%	47.78%	3,840,980,120	15.02%	54.96%
Transportation	154,958,361	-16.19%	2.24%	154,070,148	-0.57%	2.20%	165,853,359	7.65%	2.37%
Veterans	31,057,287	-7.47%	0.45%	30,647,326	-1.32%	0.44%	32,356,959	5.58%	0.46%
Maint of State Bldgs Rev Fund	0	N/A	0.00%	0	N/A	N/A	0	N/A	N/A
<b>Total Executive Branch</b>	<b>6,668,493,898</b>	<b>-1.78%</b>	<b>96.48%</b>	<b>6,695,644,555</b>	<b>0.41%</b>	<b>95.81%</b>	<b>7,434,558,388</b>	<b>11.04%</b>	<b>106.38%</b>
The Legislature	35,725,647	9.92%	0.52%	34,335,731	-3.89%	0.49%	37,444,752	9.05%	0.54%
The Judiciary	73,966,466	-2.15%	1.07%	72,502,527	-1.98%	1.04%	73,072,579	0.79%	1.05%
<b>Total Legis. and Judic.</b>	<b>109,692,113</b>	<b>1.48%</b>	<b>1.59%</b>	<b>106,838,258</b>	<b>-2.60%</b>	<b>1.53%</b>	<b>110,517,331</b>	<b>3.44%</b>	<b>1.58%</b>
<b>Total Excl. Sups./Ret.</b>	<b>6,778,186,011</b>	<b>-1.73%</b>	<b>98.07%</b>	<b>6,802,482,813</b>	<b>0.36%</b>	<b>97.34%</b>	<b>7,545,075,719</b>	<b>10.92%</b>	<b>107.96%</b>
Supplementals and Emerg. Fd.	133,731,831	174.25%	1.93%	186,136,849	39.19%	2.66%	128,944,662	-30.73%	1.85%
<b>Total</b>	<b>\$6,911,917,842</b>	<b>-0.50%</b>	<b>100.00%</b>	<b>\$6,988,619,662</b>	<b>1.11%</b>	<b>100.00%</b>	<b>\$7,674,020,381</b>	<b>9.81%</b>	<b>109.81%</b>
*Amounts reflect total appropriations available to agencies after the First Extraordinary Session and the Second Extraordinary Session of the 56th Oklahoma Legislature.									
<b>GOV. AND LT. GOV.</b>									
Governor	1,725,051	-7.56%	0.02%	1,630,146	-5.50%	0.02%	1,676,281	2.83%	0.02%
Lieutenant Governor	391,814	-7.56%	0.01%	370,258	-5.50%	0.01%	378,720	2.29%	0.01%
<b>AGRICULTURE</b>									
Agriculture	22,059,218	-6.81%	0.32%	23,420,893	6.17%	0.34%	24,826,526	6.00%	0.36%
Conservation Commission	9,039,814	-5.02%	0.13%	9,656,845	6.83%	0.14%	9,725,596	0.71%	0.14%
Horse Racing Commission	1,743,834	-7.56%	0.03%	0	-100.00%	0.00%	0	N/A	0.00%
<b>TOTAL AGRICULTURE</b>	<b>32,842,866</b>	<b>-6.37%</b>	<b>0.48%</b>	<b>33,077,738</b>	<b>0.72%</b>	<b>0.47%</b>	<b>34,552,122</b>	<b>4.46%</b>	<b>0.49%</b>
<b>COMMERCE AND TOURISM</b>									
Arts Council	2,938,293	-12.43%	0.04%	2,776,639	-5.50%	0.04%	2,799,266	0.81%	0.04%
Commerce, Dept. of	21,611,249	-5.08%	0.31%	20,716,179	-4.14%	0.30%	15,392,016	-25.70%	0.22%
REAP - local gov'ts thru commerce	9,658,172	-7.17%	0.14%	9,126,817	-5.50%	0.13%	10,126,817	10.96%	0.14%
Historical Society	11,005,649	-0.55%	0.16%	10,857,102	-1.35%	0.16%	11,407,032	5.07%	0.16%
J. M. Davis Memorial Commission	242,420	-7.56%	0.00%	229,082	-5.50%	0.00%	243,259	6.19%	0.00%
Labor Department	3,697,459	-11.65%	0.05%	3,494,041	-5.50%	0.05%	3,635,733	4.06%	0.05%
Scenic Rivers Commission	0	-100.00%	0.00%	0	N/A	0.00%	0	N/A	0.00%
Tourism and Recreation	17,335,554	-11.65%	0.25%	16,381,819	-5.50%	0.23%	18,095,951	10.46%	0.26%

Agency/Cabinet Name	FY 2017 Appropriation	Percent Change	Percent of Total	*FY 2018 Appropriation	Percent Change	Percent of Total	FY 2019 Appropriation	Percent Change	Percent of Total
Will Rogers Memorial Comm.	0	-100.00%	0.00%	0	N/A	0.00%	0	N/A	0.00%
<b>TOTAL COMMERCE</b>	<b>66,488,796</b>	<b>-8.36%</b>	<b>0.96%</b>	<b>63,581,679</b>	<b>-4.37%</b>	<b>0.91%</b>	<b>61,700,074</b>	<b>-2.96%</b>	<b>0.88%</b>
<b>ENERGY AND ENVIRONMENT</b>									
Corporation Commission	10,182,682	0.00%	0.15%	9,622,470	-5.50%	0.14%	10,628,177	10.45%	0.15%
Environmental Quality, Dept. of	5,987,388	-11.65%	0.09%	5,657,985	-5.50%	0.08%	6,493,879	14.77%	0.09%
Mines, Department of	775,772	-7.56%	0.01%	733,092	-5.50%	0.01%	775,859	5.83%	0.01%
Water Resources Board	5,515,920	-7.56%	0.08%	5,212,454	-5.50%	0.07%	5,342,946	2.50%	0.08%
<b>TOTAL ENERGY and ENVIRONMENT</b>	<b>22,461,762</b>	<b>-5.49%</b>	<b>0.32%</b>	<b>21,226,001</b>	<b>-5.50%</b>	<b>0.30%</b>	<b>23,240,861</b>	<b>9.49%</b>	<b>0.33%</b>
<b>FINANCE, ADMIN AND INFO TECH</b>									
Auditor and Inspector	3,640,536	-8.08%	0.05%	3,440,248	-5.50%	0.05%	3,649,500	6.08%	0.05%
Bond Advisor, State	110,687	-7.56%	0.00%	0	-100.00%	0.00%	0	N/A	0.00%
Consumer Credit, Dept. of	0	N/A	0.00%	0	N/A	0.00%	0	N/A	0.00%
Insurance Department	0	-100.00%	0.00%	0	N/A	0.00%	0	N/A	0.00%
Land Office, Commissioners of the	8,538,600	0.00%	0.12%	8,538,600	0.00%	0.12%	8,654,371	1.36%	0.12%
Management and Enterprise Services, Office of	35,271,208	-9.36%	0.51%	33,211,517	-5.84%	0.48%	42,050,322	26.61%	0.60%
Central Services, Dept. of	0	N/A	0.00%	0	N/A	0.00%	0	N/A	0.00%
Personnel Management	0	N/A	0.00%	0	N/A	0.00%	0	N/A	0.00%
Merit Protection Commission	379,730	-7.56%	0.01%	358,839	-5.50%	0.01%	361,044	0.61%	0.01%
Tax Commission	44,336,000	6.66%	0.64%	43,733,616	-1.36%	0.63%	45,525,057	4.10%	0.65%
Treasurer	2,815,463	-7.69%	0.04%	2,660,567	-5.50%	0.04%	2,779,268	4.46%	0.04%
<b>TOTAL FINANCE, ADMIN AND INFO TECH</b>	<b>95,092,224</b>	<b>-3.12%</b>	<b>1.38%</b>	<b>91,943,387</b>	<b>-3.31%</b>	<b>1.32%</b>	<b>103,019,562</b>	<b>12.05%</b>	<b>1.47%</b>
<b>HEALTH AND HUMAN SERVICES</b>									
Children and Youth Commission	1,743,024	-7.56%	0.03%	1,647,131	-5.50%	0.02%	1,678,244	1.89%	0.02%
Disability Concerns	245,647	-7.56%	0.00%	232,133	-5.50%	0.00%	240,548	3.63%	0.00%
Health Care Authority	991,050,514	6.48%	14.34%	1,018,713,566	2.79%	14.58%	1,132,465,946	11.17%	16.20%
Health Department	54,978,498	-5.13%	0.80%	52,735,866	-4.08%	0.75%	54,874,700	4.06%	0.79%
Human Services Dept.	651,500,262	0.03%	9.43%	695,270,253	6.72%	9.95%	729,431,808	4.91%	10.44%
Indian Affairs	0	N/A	0.00%	0	N/A	0.00%	0	N/A	0.00%
J.D. McCarty Center	3,895,191	-5.79%	0.06%	3,839,642	-1.43%	0.05%	4,506,969	17.38%	0.06%
Office of Juvenile Affairs	92,069,101	-2.70%	1.33%	90,924,763	-1.24%	1.30%	92,784,336	2.05%	1.33%
Mental Health Department	324,823,085	-0.45%	4.70%	325,824,832	0.31%	4.66%	337,108,145	3.46%	4.82%
OSU Medical Authority	10,163,028	-7.56%	0.15%	10,776,487	6.04%	0.15%	10,776,487	0.00%	0.15%
Rehabilitation Svcs., Dept. of	27,452,297	-7.18%	0.40%	29,374,125	7.00%	0.42%	32,027,242	9.03%	0.46%
University Hospitals Authority	34,886,725	-7.56%	0.50%	37,419,239	7.26%	0.54%	37,419,239	0.00%	0.54%
<b>TOTAL HEALTH AND HUMAN SERVICES</b>	<b>2,192,807,372</b>	<b>2.20%</b>	<b>31.73%</b>	<b>2,266,758,037</b>	<b>3.37%</b>	<b>32.43%</b>	<b>2,433,313,664</b>	<b>7.35%</b>	<b>34.82%</b>
<b>MILITARY</b>									
Military Department	10,035,604	-7.00%	0.15%	9,906,466	-1.29%	0.14%	10,195,256	2.92%	0.15%
<b>TOTAL MILITARY</b>	<b>10,035,604</b>	<b>-7.00%</b>	<b>0.15%</b>	<b>9,906,466</b>	<b>-1.29%</b>	<b>0.14%</b>	<b>10,195,256</b>	<b>2.92%</b>	<b>0.15%</b>
<b>SAFETY AND SECURITY</b>									
A.B.L.E. Commission	2,500,312	-7.56%	0.04%	2,441,678	-2.35%	0.03%	2,989,728	22.45%	0.04%
Attorney General	6,326,057	-52.40%	0.09%	10,009,373	58.22%	0.14%	10,261,403	2.52%	0.15%
Corrections Department	484,900,943	3.73%	7.02%	482,822,248	-0.43%	6.91%	517,255,503	7.13%	7.40%
District Attorneys Council	34,468,685	-7.17%	0.50%	32,572,351	-5.50%	0.47%	36,073,093	10.75%	0.52%
Emergency Management	503,643	-7.56%	0.01%	475,934	-5.50%	0.01%	496,122	4.24%	0.01%
Fire Marshal	1,430,946	-8.09%	0.02%	0	-100.00%	0.00%	0	N/A	0.00%



Agency/Cabinet Name	FY 2017 Appropriation	Percent Change	Percent of Total	*FY 2018 Appropriation	Percent Change	Percent of Total	FY 2019 Appropriation	Percent Change	Percent of Total
Indigent Defense System	14,954,141	-2.70%	0.22%	15,854,326	6.02%	0.23%	17,128,633	8.04%	0.25%
Investigation, Bureau of	12,392,064	-6.61%	0.18%	11,827,606	-4.55%	0.17%	12,363,750	4.53%	0.18%
Law Enf. Educ. and Training	2,912,329	-11.65%	0.04%	2,752,104	-5.50%	0.04%	2,848,337	3.50%	0.04%
Medicolegal Investigatons Board	8,749,068	-5.60%	0.13%	10,898,174	24.56%	0.16%	11,131,182	2.14%	0.16%
Narc. and Dang. Drugs Control	3,091,293	-11.65%	0.04%	2,921,223	-5.50%	0.04%	3,141,712	7.55%	0.04%
Pardon and Parole Board	2,294,013	-2.70%	0.03%	2,167,806	-5.50%	0.03%	2,333,154	7.63%	0.03%
Public Safety Department	89,004,563	-8.29%	1.29%	94,748,845	6.45%	1.36%	97,610,968	3.02%	1.40%
<b>TOTAL SAFETY AND SECURITY</b>	<b>663,528,057</b>	<b>-0.49%</b>	<b>9.60%</b>	<b>669,491,668</b>	<b>0.90%</b>	<b>9.58%</b>	<b>713,633,585</b>	<b>6.59%</b>	<b>10.21%</b>
<b>SCIENCE AND TECHNOLOGY</b>									
Center for Advan. of Science and Tech	14,110,140	-7.56%	0.20%	13,333,855	-5.50%	0.19%	13,356,927	0.17%	0.19%
Space Industry Development	305,189	-7.56%	0.00%	288,398	-5.50%	0.00%	300,898	4.33%	0.00%
<b>TOTAL SCIENCE and TECHNOLOGY</b>	<b>14,415,329</b>	<b>-7.56%</b>	<b>0.21%</b>	<b>13,622,253</b>	<b>-5.50%</b>	<b>0.19%</b>	<b>13,657,825</b>	<b>0.26%</b>	<b>0.20%</b>
<b>SECRETARY OF STATE/EDUCATION AND WORKFORCE DEVELOPMENT</b>									
Career and Technology Education	118,276,325	-7.74%	1.71%	111,769,218	-5.50%	1.60%	124,337,661	11.24%	1.78%
Education, Dept. of	2,426,721,434	0.45%	35.11%	2,432,159,067	0.22%	34.80%	2,912,985,147	19.77%	41.68%
Educational TV Authority	2,838,163	-12.44%	0.04%	2,682,018	-5.50%	0.04%	2,779,283	3.63%	0.04%
Educational Quality and Accountability	1,677,237		0.02%	1,612,469	-3.86%	0.02%	1,624,791	0.76%	0.02%
Election Board	7,893,267	7.56%	0.11%	7,786,023	-1.36%	0.11%	7,846,513	0.78%	0.11%
Ethics Commission, Okla.	739,754	-7.87%	0.01%	699,055	-5.50%	0.01%	710,351	1.62%	0.01%
Higher Educ., Regents for	810,022,109	-12.71%	11.72%	768,878,667	-5.08%	11.00%	776,707,167	1.02%	11.11%
Libraries, Dept. of	4,611,382	-7.56%	0.07%	4,357,682	-5.50%	0.06%	4,483,010	2.88%	0.06%
Judicial Complaints, Council on	0	N/A	0.00%	0	N/A	0.00%	0	N/A	0.00%
Phys. Manpower Trng. Comm.	3,484,558	-7.60%	0.05%	3,292,852	-5.50%	0.05%	3,300,781	0.24%	0.05%
School of Science and Math	6,425,146	-2.27%	0.09%	6,082,397	-5.33%	0.09%	6,205,416	2.02%	0.09%
Workers' Compensation Commission	0	N/A	0.00%	0	N/A	0.00%	0	N/A	0.00%
<b>TOTAL SECRETARY OF STATE</b>	<b>3,382,689,375</b>	<b>-3.37%</b>	<b>48.94%</b>	<b>3,339,319,448</b>	<b>-1.28%</b>	<b>47.78%</b>	<b>3,840,980,120</b>	<b>15.02%</b>	<b>54.96%</b>

Agency/Cabinet Name	FY 2017 Appropriation	Percent Change	Percent of Total	*FY 2018 Appropriation	Percent Change	Percent of Total	FY 2019 Appropriation	Percent Change	Percent of Total
<b>TRANSPORTATION</b>									
Transportation Department	154,958,361	-16.19%	2.24%	154,070,148	-0.57%	2.20%	165,853,359	7.65%	2.37%
<b>TOTAL TRANSPORTATION</b>	<b>154,958,361</b>	<b>-16.19%</b>	<b>2.24%</b>	<b>154,070,148</b>	<b>-0.57%</b>	<b>2.20%</b>	<b>165,853,359</b>	<b>7.65%</b>	<b>2.37%</b>
<b>VETERANS AFFAIRS</b>									
Veterans Affairs Department	31,057,287	-7.47%	0.45%	30,647,326	-1.32%	0.44%	32,356,959	5.58%	0.46%
<b>TOTAL VETERANS AFFAIRS</b>	<b>31,057,287</b>	<b>-7.47%</b>	<b>0.45%</b>	<b>30,647,326</b>	<b>-1.32%</b>	<b>0.44%</b>	<b>32,356,959</b>	<b>5.58%</b>	<b>0.46%</b>
<b>MAINT OF STATE BLDGS REV FUND</b>	<b>0</b>			<b>0</b>	<b>N/A</b>	<b>N/A</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>
<b>TOTAL EXECUTIVE BRANCH</b>	<b>6,668,493,898</b>	<b>-1.78%</b>	<b>96.48%</b>	<b>6,695,644,555</b>	<b>0.41%</b>	<b>95.81%</b>	<b>7,434,558,388</b>	<b>11.04%</b>	<b>106.38%</b>
<b>LEGISLATURE</b>									
House of Representatives	12,497,306	-21.53%	0.18%	11,809,752	-5.50%	0.17%	12,511,402	5.94%	0.18%
Legislative Service Bureau	13,892,835	197.07%	0.20%	13,704,076	-1.36%	0.20%	15,713,929	14.67%	0.22%
Senate	9,335,506	-21.53%	0.14%	8,821,903	-5.50%	0.13%	9,219,421	4.51%	0.13%
<b>TOTAL LEGISLATURE</b>	<b>35,725,647</b>	<b>9.92%</b>	<b>0.52%</b>	<b>34,335,731</b>	<b>-3.89%</b>	<b>0.49%</b>	<b>37,444,752</b>	<b>9.05%</b>	<b>0.54%</b>
<b>JUDICIARY</b>									
Court of Criminal Appeals	3,630,199	4.62%	0.05%	3,580,876	-1.36%	0.05%	3,951,743	10.36%	0.06%
District Courts	55,000,000	-0.87%	0.80%	54,252,727	-1.36%	0.78%	54,422,613	0.31%	0.78%
Supreme Court	15,336,267	-7.83%	0.22%	14,668,924	-4.35%	0.21%	14,698,223	0.20%	0.21%
Workers' Compensation Court Of Existing	0	N/A	0.00%	0	N/A	0.00%	0	N/A	0.00%
<b>TOTAL JUDICIARY</b>	<b>73,966,466</b>	<b>-2.15%</b>	<b>1.07%</b>	<b>72,502,527</b>	<b>-1.98%</b>	<b>1.04%</b>	<b>73,072,579</b>	<b>0.79%</b>	<b>1.05%</b>
<b>TOTAL EXCL. SUPPS. AND RETIREMENT SYSTEMS</b>	<b>6,778,186,011</b>	<b>-1.73%</b>	<b>98.07%</b>	<b>6,802,482,813</b>	<b>0.36%</b>	<b>97.34%</b>	<b>7,545,075,719</b>	<b>10.92%</b>	<b>107.96%</b>
<b>TOTAL SUPPLEMENTALS AND EMERGENCY FUND</b>	<b>133,731,831</b>	<b>174.25%</b>	<b>1.93%</b>	<b>186,136,849</b>	<b>39.19%</b>	<b>2.66%</b>	<b>128,944,662</b>	<b>-30.73%</b>	<b>1.85%</b>
<b>TOTAL APPROPRIATIONS</b>	<b>\$6,911,917,842</b>	<b>-0.50%</b>	<b>100.00%</b>	<b>\$6,988,619,662</b>	<b>1.11%</b>	<b>100.00%</b>	<b>\$7,674,020,381</b>	<b>9.81%</b>	<b>109.81%</b>



## GLOSSARY

**Actuarial Accrued Liability (re: retirement):** That portion, as determined by a particular cost method, of the actuarial present value of pension plan benefits and expenses which is not provided for by Normal Cost contributions.

**Actuarial Assumptions (re: retirement):** Assumptions as to the occurrence of future events affecting pension costs, such as: mortality, withdrawal, disablement and retirement; changes in compensation and government provided benefits; rates of investment earnings and asset appreciation or depreciation; procedures used to determine the Actuarial Value of Assets; characteristics of future entrants and other relevant items.

**Annualization:** The computation of costs or revenues for a full year – usually applied when calculating the full year impact/cost of a program that was funded for a partial year in a previous budget.

**Apportionment:** The process by which monies are directed into specific funds upon collection as required by law.

**Appropriation:** Legal authorization granted by the Legislature to make expenditures or incur obligations that may be limited by fund, agency, department, program, object, character, time period or amount. Unexpended appropriations lapse back to the original fund after the lapse (expiration) date – 30 months after appropriation unless otherwise specified by law, per the state constitution.

**Appropriations Base:** An agency's previous year appropriation reduced by one-time appropriations.

**Board of Equalization:** A constitutional body, the State Board of Equalization is made up of the governor, lieutenant governor, state treasurer, state auditor and inspector, attorney general, superintendent of public instruction, and president of the State Board of Agriculture. This board annually certifies the amount of state funds available for appropriation. The board also has duties regarding the equalization of ad valorem taxes among the counties.

**Budgeted Vacancy:** A vacant employee position which is funded in an agency's current budget (in many instances, the vacancy has remained unfilled for an extended period of time).

**Budget Request (due Oct. 1, statutorily):** A detailed outline of an agency's financial needs for the upcoming fiscal year.

**Budget Work Program (due July 1, statutorily):** A detailed outline of planned expenditures for the ensuing or current fiscal year, which takes into consideration funds appropriated by the Legislature and other funds available to the agency, and any expenditure limitations or directives expressed in legislation.

**Capital Expenditure/Outlay:** Expenditures made for securing capital assets. Capital assets are significant, tangible assets with a value greater than \$25,000 that have a life greater than one year and will be used in providing services.

**Carryover:** This term refers to unobligated monies an agency has available to fund its operations in succeeding fiscal years. Generally, carryover monies are considered non-recurring in nature.

**Cash-flow Reserve Fund:** This fund was established as a fiscal management tool. General Revenue Fund cash is set aside in this fund at the end of each fiscal year. Monies in this fund are used to make cash available for the July allocation of General Revenue funds to state agencies and to provide for monthly cash allocations in those months in which receipts are below needed levels. The use of this fund reduces the need for "seasonal borrowing."

**Constitutional Reserve Fund (CRF):** Designed to cushion against economic emergencies, this fund, popularly known as the "Rainy Day Fund," was established by constitutional amendment in 1985. All General Revenue Fund receipts collected in excess of the total certified estimate are deposited in this fund until the fund is equal to 15 percent of the certified General Revenue Funds from the preceding fiscal year. Up to three-eighths of the balance may be appropriated only in the event that the up-coming year's General Revenue certification is lower than the preceding year's. Up to \$10 million may be expended for incentives to support retention of at-risk manufacturing establishments under certain conditions and after unanimous finding by the governor, the speaker of the House of Representatives and the president pro tempore of the Senate. Up to three-eighths of the balance may be appropriated in the event of a current-year revenue failure, declared by the State Board of Equalization. Up to one-fourth of the balance may be appropriated upon the declaration of an emergency by the governor and approval by two-thirds of both legislative houses; or, absent a gubernatorial declaration of emergency, approval by three-fourths of both houses.

**Custodial Fund:** A fund that contains monies held and administered on behalf of a beneficiary.

**Disbursing Fund:** A fund that contains a mix of appropriated, revolving, and/or federal monies, used by agencies to quickly effectuate eminent operational expenditures. These funds require additional oversight because they are inherently less transparent.

**Expenditure:** The disbursement of monies from a state fund for the purchase of goods and services.

**Fiscal Year:** The 12-month period beginning July 1 and ending June 30 used by the state government for accounting purposes. The fiscal year designation depends on the year in which it ends [e.g., fiscal year 2011 (FY 2011) runs from July 1, 2010, to June 30, 2011].

**FTE:** "Full-time equivalent" is a calculation used to compare agency employment levels. FTE is based upon 2,080 hours per year or 173 hours per month. The annual FTE comparison includes total number of hours worked (including full-time, part-time, and more than full-time hours), rather than referring to a per person number of employees (head-count).

**Fund:** A legal accounting entity with a self-balancing set of accounts. Expenditures from a fund may be restricted to specified purposes.

**General Revenue Fund:** This fund is the principal funding source for state government operations. State taxes, fees and charges, and proceeds from investments make up the revenue to the General Revenue Fund. The fund's resources can be used for any purpose specified by legislative appropriation. All monies collected that are not dedicated to another fund are deposited in the General Revenue Fund.

**Line-Item Veto:** Authority given to the governor pursuant to Article 6, Section 12 of the State Constitution to approve or deny any single item contained within any bill passed by the Legislature making appropriations of money.

**Nonappropriated Funds:** A term sometimes used to refer to agency revolving funds. Since such funds have statutorily established revenue sources and uses, there is no need for them to be annually appropriated. Nonappropriated funds are also called "continuing appropriations." The terms have the same meaning.

**One-time:** Budget items that receive funding for one fiscal year (for example, funding for a feasibility study, funding for the replacement of major equipment items, funding for the purchase of furniture for a new facility, etc.). This term may also apply to revenue sources which may be the result of a one-time increase in revenue collections (non-recurring) as opposed to on-going or recurring revenues expected to continue each fiscal year.

**Program Budgeting:** A tool to organize budget data by program, rather than item of expenditure or organizational location (generally an agency or division). Program budgeting seeks to link the expenditure of resources with the original mission or purpose of the appropriation of tax dollars.

**Rainy Day Fund:** See Constitutional Reserve Fund.

**Revenue Failure:** A situation in any fiscal year when budget resources apportioned into the General Revenue Fund are deemed insufficient to pay all appropriations of the state in full for such year, and requiring the director of the Office of Management and Enterprise Services to reduce allotments in accordance with Title 62, Section 34.49 to prevent obligations being incurred in excess of revenues collected.

**Revenue Stabilization Fund:** Established with the signing of House Bill 2763 which took effect Nov. 1, 2016, this fund provides a process whereby above-average revenues from highly volatile sources will be saved and later made available to supplement revenues during times of recession or other economic downturns. Additionally, a long-term effect will be increased stabilization of the state budget overall. The State Board of Equalization is required to certify five-year average annual apportionments to the General Revenue Fund of collections from gross production and corporate taxes. Once total collections to the General Revenue Fund have reached \$6.6 billion for the prior fiscal year, monies above the certified averages from each source, respectively, will be directed into the stabilization fund and the state's Rainy Day Fund (Constitutional Reserve Fund) by specific percentages. Statutory provisions suspend deposits to the RSF during periods of declared revenue failure or projected downturns in an upcoming fiscal year and detail mechanisms to access the fund.

**Revolving Fund:** A fund created statutorily or by inference to finance and account for a particular department or division. Fees received, transfers of appropriations, or other fund transfers support expenditures paid from revolving funds. Revolving funds are continuing funds and are not subject to fiscal year limitations. Agencies generally may exercise greater control over the expenditure of revolving funds than they may over appropriated dollars.

**Supplemental Appropriation:** This refers to a subsequent appropriation made to an agency in addition to the agency's initial annual appropriation. Supplemental appropriations are to deal with current year funding issues and may be made for a variety of reasons, such as to offset a revenue shortfall or to offset insufficient funds to operate a program effectively.

**Unfunded Liability (re: retirement):** The excess of the Actuarial Accrued Liability (that portion, as determined by a particular Actuarial Cost Method, of the Actuarial Present Value of pension plan benefits and expenses which is not provided for by future Normal Costs) over the Actuarial Value of Assets (the value of cash, investments and other property belonging to a pension plan), as used by the actuary for the purpose of an Actuarial Valuation.